

NOTICE OF SPECIAL MEETING
OF THE JOINT PUBLIC WORKS AND
PUBLIC SAFETY COMMITTEE

A Special Meeting of the Joint Public Works and Public Safety Committee is scheduled for Tuesday, August 29, 2017, beginning at 6:00 p.m. in the

Council Chambers located at the
Village Hall of Tinley Park
16260 South Oak Park Avenue
Tinley Park, Illinois

A copy of the agenda for this meeting is attached hereto and can be found at www.tinleypark.org.

Kristin A. Thirion
Clerk
Village of Tinley Park

NOTICE OF A SPECIAL JOINT MEETING
OF THE PUBLIC WORKS COMMITTEE AND PUBLIC SAFETY COMMITTEE

Notice is hereby given that a special meeting of the Public Works and Public Safety Committees of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:00 p.m. on Tuesday, August 29, 2017, in Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

1. OPEN THE MEETING.
2. DISCUSS CONSTRUCTION MANAGEMENT AND OWNER'S REPRESENTATIVE SERVICES FOR THE CONSTRUCTION OF FIRE STATION #2.
3. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MEMORANDUM



To: Public Works and Public Safety Committees

From: David Niemeyer, Village Manager *DN*

cc: Village Board

Pat Carr, Interim Assistant Village Manager

John Urbanski, Assistant Public Works Director

Forest Reeder, Fire Chief

Hannah Lipman, Administrative Intern

Patrick Connelly, Village Attorney

Date: August 29, 2017

Re: Fire Station Owner's Representative/Construction Management Services

At the last Village Board meeting, the Committees' previous recommendation to appoint Graefen Development as the Owner's Rep/ Construction Manager for the Fire Station Remodel Project was tabled. I have included additional information that has been requested.

- A revised summary that more clearly shows how the total cost for the three firms presented at the last meeting were calculated. Please note that all of these total costs are estimates and that the final costs would be negotiated with the top firm once the final scope is determined.
- The memo summarizing the proposals from the three firms supplied at the last committee meeting.
- The explanation of cost breakdown and timeline for each firm
- The average scoring of the 8 firms that were interviewed by John Urbanski and Doug Erwin. (Note-Steve Tilton also scored these firms we were unable to find his scoring).
- An e-mail on the original firms that were recommended to committee in February.
- The RFQ that was sent out last fall.
- A table showing the various delivery methods for large building projects like this (ours is asterisked)
- The actual proposals from the three firms

Once again, it should be remembered that this is a professional service contract and the Village is under no obligation to pick the top scoring firms. I also know there has been differing opinions on whether the Village should include experience with fire stations as one of the factors in deciding on whether a firm should be chosen. The staff did rate firms with fire station experience higher. Some elected officials have also expressed a desire to use costs in the scoring of firms. Costs were not part of the staff's scoring but rather we made it part of the negotiations with the top rated firm, which is in line with the guidelines of the Village's new purchasing policy for professional services.

I believe the Committee/Village Board has three options

- 1) Reaffirm the previous recommendation to go with Graefen and see if they will reduce their proposed costs further
- 2) Select a different top ranked consultant and ask staff to negotiate a fee that will be close to or match Graefen's proposal
- 3) Start all over again and send out a new RFQ and exclude experience with fire stations as an important factor

Fire Station 2 Cost Comparison (8/24/17)

Firm	Proposed Staffing Costs (all phases)	General Requirements	Construction Manager (CM) at Risk Fee %	Liability Insurance %	Payment & Performance Bond Rate	Total Estimated Cost (construction not included)	Estimated Cost of Construction	Total Estimated Cost (construction included)	Estimated Timeline
Graefen	\$293,110**	\$13,500**	4.5% (\$117,563)	5% (included)	0% (included)	\$424,173	\$2,612,500 (\$275 per sq ft)	\$3,036,673	18 months
Leopardo	\$390,237*	\$52,500*	3% (\$84,000)	1% (\$28,000)	1% (\$28,000)	\$582,737*	\$2,800,000	\$3,382,737	18 months Preconstruction: 13 wks Design: 30 wks Construction: 7 mo. Post Construction: 1 month
Wegman	\$272,412	\$149,450	3% (\$85,500)	1% (\$28,500)	1% (\$28,500)	\$564,362	\$2,850,000 (\$300 per sq ft for 9,500 sq ft)	\$3,414,362	22 months Preconstruction: 3 mo. Design: 6 mo. Construction: 12 mo. Post Construction: 1 month

GRAEFEN:

\$293,110 + \$13,500 + \$117,563 =
\$424,173

\$424,173 + \$2,612,500 = \$3,036,673

** Awaiting breakdown of costs

LEOPARDO:

\$390,237 + \$52,500 + \$84,000 + \$28,000 +
\$28,000 = \$582,737

\$582,737 + \$2,800,000 = \$3,382,737

* Will be additional costs for:

- Safety/Perimeter Protection
- Temp Utilities
- Construction Signs
- Temp Roof and Floor Protection

WEGMAN:

\$272,412 + \$149,450 + \$85,500 + \$28,500
+ \$28,500 = \$564,362

\$564,362 + 2,850,000 = \$3,414,362

MEMORANDUM



To: Public Works and Public Safety Committee's

Cc: Dave Niemeyer

From: Pat Carr, Interim Asst. Village Manager

Date: August 2, 2017

Re: Fire Station 2 Final Comparison

An RFQ was issued on December 23, 2016 for a construction management services for the construction of fire station #2. This company would act as the primary agent of the Village, acting as the construction manager to ensure the coordination of all activities, from the Village's standpoint, required to properly execute the scope of work contained within the contract documents. There were sixteen (16) companies that responded to the advertised RFQ. Eight (8) companies were interviewed and three (3) finalists were selected. Intern Hannah Lipman followed up with the three finalists, Wegman, Graefen, and Leopardo, regarding final estimated costs and estimated timelines. Hannah contacted several references for each firm and heard only positive things.

Wegman has proposed an estimated total overall cost of \$3,414,362. This includes staffing, general requirements, fees, and construction. Without the cost of construction, the total comes to \$564,362. They have provided a 22 month timeline. Conversations were held with two references for Wegman. One reference from the Oswego Fire Department talked highly of Wegman and their ability to work well with the architect and all other project members. They completed three stations for Oswego sticking to budget and timeline as closely as possible, and Oswego was very happy with the results. Another individual that Hannah spoke with is a retired Aurora Fire Chief. He spoke very highly of Wegman, stating he was very relieved with how great the management team was because it was the first project of that size he had been overseeing. He appreciated the open communication and frequent meetings that were held. Wegman solved any problems that came up and stuck to the timeline very well.

Leopardo has proposed an estimated total overall cost of \$3,400,000 with an 18 month timeline. This estimated cost includes staffing, general requirements, fees, and construction. Without the cost of construction, the estimated total cost is \$600,000. Hannah spoke with the old Police Chief from Hanover Park, who worked closely with Leopardo's management team while they

completed the Police Headquarters for Hanover Park. This individual recommended Leopardo at the highest level, stating Leopardo did a fantastic job and saved money in various ways.

Graefen foresees an 18 month timeline as long as no challenges arise. They have provided us with a total estimated cost of \$3,036,673. The total cost, without construction, is \$424,173. Graefen informed us that they have worked with Public Safety for the Peotone Fire District. When I inquired about the performance and payment bond percent Graefen provided (0%), I was informed this percent will be provided in the bid packages and there will not be an additional fee from Graefen as CM if hired. Hannah spoke with two references for Graefen, who only had positive things to say about Mr. Jeff Graefen and his team. One reference appreciated Mr. Graefen's local knowledge and relationship with local tradesmen and his ability to save money. The other insisted he couldn't be happier with the work Graefen performed and he now utilizes Graefen for every project he can. This individual talked highly of Mr. Graefen's common sense approach.

Please see the attached responses to questions and comparison table.

WEGMAN:

All numbers are an Estimate based on the assumption that the new station will be 9,500 square feet at a cost of \$300 per square foot, for a total construction cost of \$2,850,000.00

-Can you confirm your cost proposal is an estimate, not final? **YES this is an Estimate based on the Assumption of Construction Cost that the new station will be 9,500 square feet at a cost of \$300 per square foot for a total Construction Cost of 2,850,000.00.**

- Are the proposed staffing costs caps or estimates? **Proposed staffing costs are Estimates based on the assumptions we made for each phase of the project.**

-Is the construction manager at risk fee, liability insurance, and payment and performance bond rate included in the proposed staffing costs/general requirements, or are they extra? **No, the construction manager at risk fee, liability insurance, and payment and performance bond rate are NOT included in the proposed staffing costs/general requirements.**

-Please provide us with a total estimated cost that includes proposed staffing costs, general requirements, construction manager at risk fee, liability insurance, and payment and performance bond rate costs.

*** Note estimated cost is based on the assumption of construction cost that the new station will be 9,500 square feet at a cost of \$300 per square foot for a total construction cost of \$2,850,000.00.**

- Staffing Costs= **\$272,412.00**
- General Requirements Cost Breakdown = Surveying: \$10,000 + Testing: \$10,000 + Construction Signs: \$1,200 + General Conditions Fee of 4.5% of Construction Cost:\$128,250 **Total: \$149,450.00**
- Construction Manager At Risk Fee= 3% of Construction Cost= **\$85,500.00**
- Liability Insurance= 1% of Construction Cost= **\$28,500.00**
- Payment and Performance Bond Rate= 1% of Construction Cost= **\$28,500.00**
TOTAL: \$564,362.00

-Please provide an estimated timeline...how many hours, how many weeks/months for the project?

Preconstruction Phase= Estimated 64 hours of planning meetings during a 13 weeks/3 months

Preconstruction Phase duration

Design Completion Phase= Estimated 200 hours during a 26 weeks/6 months Design Completion Phase duration

Construction Phase= Estimated 3,252 hours (Note only charging for Dan Peterson hours because other staff hours rate are included in 4.5% general conditions fee) during a 52 weeks/12 months Construction Phase duration. This could change based on the size and complexity of the building.

Post Construction Phase= Estimated 40 hours during a 4 weeks/1 month Post Construction Phase duration.

LEOPARDO:

-Can you confirm your cost proposal is an estimate, not final? Are the proposed staffing costs caps or estimates? In the cover note on our proposal we note that for the Preconstruction and Design Completion Phases, we are comfortable proposing these as lump sum costs but would be willing to do them on an hourly basis if preferred by the Village so the work can be customized by the Village as needed. Also noted in the cover note, for the Construction Phase, the monthly staffing costs are lump sum costs per month of construction. The final design and logistics of the project will determine the final construction schedule at time of setting the GMP and the general conditions would be that monthly cost times the number of months in the schedule. We have anticipated that the project will be 7 months in our proposal.

-Is the construction manager at risk fee, liability insurance, and payment and performance bond rate included in the proposed staffing costs/general requirements, or are they extra? No, these are calculated on the cost of work at the percentages noted.

-Please provide us with a total estimated cost that includes proposed staffing costs, general requirements, construction manager at risk fee, liability insurance, and payment and performance bond rate costs. Since the CM fee, insurance and bond are a function of the construction cost, you need to estimate cost for the building construction. This will vary depending on final design chosen by the Village, existing site constraints and development needs, logistics, and timing of execution. If you use \$2.8M for the cost of the trade work as a starting point, the total estimated cost (including the estimated trade costs), would be \$3.4M.

Please note about general requirements: general requirements are estimated... typically a scope is developed and then put to bid

-Surveying – we would develop a scope for this with the scope of the project and bid this trade for best competitive pricing for the Village and treat as a trade line item, since scope is not currently defined we would propose a placeholder allowance of \$15,000

-Testing – assuming you mean 3rd party testing which is often held outside the construction project, we would develop a scope for this with the scope of the project and bid this trade for best competitive pricing for the Village and treat as a trade line item, since scope is not currently defined we would propose a placeholder allowance of \$30,000 (could be more or less depending on soils issues and geotechnical information available)

-Final Cleaning/glass and mirrors- we would develop a scope for this with the scope of the project and bid this trade for best competitive pricing for the Village and treat as a trade line item, since scope is not currently defined we would propose a placeholder allowance of \$6,000

-Tools/equipment – no additional costs beyond what is included in proposal

-Safety/Perimeter protection – we would develop a scope for this with the scope of the project and bid this work with the appropriate trade for best competitive pricing for the Village and include in the appropriate trade’s contract, safety inspections included in our projected staffing costs already

-Temp Utilities – typically we see municipalities carry the cost of utility consumption outside of the construction budget as they often have existing advantageous franchise agreements, the temp utility setup would be competitively bid with the appropriate trade

-Construction Signs – if the Village would like a project sign \$1,500

-Street Clean- we would develop a scope for this with the scope of the project and bid this work with the appropriate trade for best competitive pricing for the Village and in the appropriate trade’s contract (excavation sub)

-Temp Roof and floor protection- we would develop a scope for this with the scope of the project and bid this work with the appropriate trade for best competitive pricing for the Village and include in the appropriate trade’s contract (flooring subs and roofing sub)

-Please provide an estimated timeline...how many hours, how many weeks/months for the project? Timeline with hours per week and number of month for each phase is noted in our proposal. Total timeline is 18 months from start of preconstruction phase to completion or the post construction phase.

GRAEFEN:

-Can you confirm your cost proposal is an estimate, not final? Are the proposed staffing costs caps or estimates? **This is an estimate as the spreadsheet that was supplied requested estimated hours.**

-Is the construction manager at risk fee, liability insurance, and payment and performance bond rate included in the proposed staffing costs/general requirements, or are they extra? **They are included as well as listed in the spreadsheet as such and they are not extra cost.**

-Please provide us with a total estimated cost that includes proposed staffing costs, general requirements, construction manager at risk fee, liability insurance, and payment and performance bond rate costs. **These costs are provided in the spreadsheet. Our hope is the cost we provided will be reduced as some costs that were requested in the spreadsheet may not apply as these cost may be driven by the owner and architect. For example, if there is only one design iteration that should lend itself to save money and if there are multiple designs that will increase the amount of hours required.**

-Please provide an estimated timeline...how many hours, how many weeks/months for the project? **This will be driven by the owner's decision making process, if the owner and design team has a committee(s) that is very efficient it will lend itself to less required hours.**

-Below is a table I have created with the information we have. Please make sure it is correct and fill in where necessary. **Yes, and the performance bond will be included as they will be effectively required under each bid package. Relative to the timeline, this will be hard for any contractor to give an exact timeline without the design being completed to date as well as having permits in hand as those items will drive the start date and subsequent schedule. In conclusion, this is the type and size of project we specialize in and if selected we will streamline and run this project very efficiently.**

Thank you for the consideration.

Additional Asked Questions:

Graefen is a finalist along with two other firms. One firm has provided us an estimated 18 month timeline, the other an estimated 22 month timeline.. I know you stated below that it depends on design and the owner's decision making/team, but are you able to provide a rough estimate at this time? **We feel that the timeline would be approximately 18 months assuming that the project does not have any unforeseen challenges such as permitting delays, multiple design revisions or approval delays**

You responded that the construction manager at risk fee, liability insurance, and payment and performance bond rate are not extra costs and are included in the spreadsheet. Can you confirm that the total estimated cost for proposed staffing, general requirements, construction mgr at risk fee %,

liability insur %, and payment and performance bond rate, at this time, is \$408,030? (373,530 + 34,500)
The CM fee is 4.5% of total project cost as this will be determined after bidding to determine that calculation as expressed in a percent basis in lieu of a numerical rate. The \$34,500 general requirements in which some (many) of those cost will be included in the engineering design, excavation and a few other bid packages and those will likely be less than the \$34,500 budget. (HAS SINCE BEEN REVISED, SEE COST COMPARISON TABLE)

Additional note from Jeff Graefen:

I wanted to add one more note. If the decision is a function of cost we can certainly negotiate our cost. Also, in addition to our cost the larger cost will be the sub-contractors cost, we have a very competitive advantage over other firms for two main reason. We specialize in this size projects and have forged relationship with sub-contractors performing the work for this type and size project and will attract them to bid. Secondly, we are from this area and will attract local sub-contractors from this area hence being more competitively priced with excellent quality.

Owners Rep Interview Scoring (Fire Station 2)			
Firm	John Urbanski	Doug Erwin	AVERAGE
Wegman	1000	1000	1000
Leopardo	935	1000	967.5
Graefen	875	765	820
Harbour Contractors	915	925	920
WB Olson	1000	1000	1000
MTI	980	990	985
Prairie Forge	910	935	922.5
CCS	855	845	850

From: Steve Tilton
Sent: Friday, February 24, 2017 10:49 AM
To: T. J. Grady; Jacob Vandenberg; Brian Younker
Cc: David Niemeyer; Lisa Valley
Subject: RFQ - Fire STation Owner Rep/Construction Manager

Trustees Grady, Vandenberg and Younker-

As you know, earlier this month the Village received the responses from our RFQ for Owner's Rep/Construction Manager related to the potential fire station remodel/construction.

The Village received a great response, 16 proposals, to the RFP.

John Urbanski, Doug Irwin and myself each individually reviewed the proposals and met this morning to narrow the field. We have selected six (6) firms that we would like to conduct interviews with to further narrow the field to 2-3 firms that would then be further discussed with the Public Safety Committee. If you gentleman are ok with it, I would propose the following next steps:

1. **Semi Finalist Interviews**- Staff interviews (Tilton, Urbanski and Irwin) with the six semi finalists firms – Tentative date of March 8th
2. **Finalist Recommendations** - Staff narrows the field to 2-3 finalist firms that are then further discussed with the Public Safety Committee (we could determine if the chairman and/or two members of the PS committee wanted to conduct a 2nd interview with the finalist firms.
3. **Contract Award** - Potential contract award would be in Late March or Early April.

The six recommended semi finalist firms are (in no particular order)

1. **Harbour Contractors**
2. **MTI**
3. **RC Wgman**
4. **W.B. Olson, Inc.**
5. **CCS International**
6. **Prairie Forge Group**

All six of these firms have specific experience with fire stations and are all located in the Northern Illinois Area.

Please let me know if you have any questions or concerns with this proposed timeline/next steps. Feel free to email or call my cell anytime (708) 243-0401.

Thank you and have a great weekend.

Steve

Village of Tinley Park

**REQUEST FOR QUALIFICATIONS
AND
FEE PROPOSAL**

2017-RFQ-001

Professional Owner's Representative/
Construction Management Services



Village of Tinley Park

REQUEST FOR QUALIFICATIONS/FEE PROPOSAL: Owner's Representative/Construction Management Services

1.0 REQUEST

The Village of Tinley Park ("Village") is seeking qualifications and related fee proposals for professional services from highly-qualified, architectural-engineering (AE), engineering-architectural (EA) and Construction Management (CM) firms to provide owner's representative (OR) project management services to ensure timely, fiscally responsible, and successful completion of two fire stations. It is the intent of the Village to select a firm or firms that are not otherwise involved in the project's design or construction to avoid any conflict of interest.

1.1 GENERAL QUALIFICATIONS

The prospective Owner's Representative shall have particular expertise in owner's representative/project management services to include particular experience with construction administration and management services in order to fully and properly act on the Village's behalf in all activities related to oversight of the Project.

1.2 TERMS AND CONDITIONS

Attached hereto as Exhibit "A" is a draft agreement that will apply to all contracts awarded by the Village pursuant to this Request for Qualifications/Fee Proposal. This is for information only, is subject to change, and does not need to be completed or included in the response to the RFQ. Firms deemed qualified by the Village pursuant to this RFQ are not authorized to perform work for the Village until a fully executed and authorized Professional Services Agreement is in place for the Project.

1.3 VILLAGE OF TINLEY PARK

The Village of Tinley Park has a current population of 56,703 per the 2010 decennial census (estimated 57,280 as of July 2014) and is located approximately 30 miles southwest of Chicago's Loop. The present incorporated boundary covers approximately 16 square miles and includes portions of Bremen, Orland, and Rich Townships in Cook County and Frankfort Township in Will County. The community is served by six (6) elementary school districts, four (4) high school districts, and four (4) junior college districts in addition to several parochial and private schools. Additionally, three (3) park districts provide recreational services to residents of the community depending on location. The Village is located near the intersections of two major interstate highways. Combined, Interstate 57 (north-south) and Interstate 80 (east-west) offer convenient access to the other Chicago metropolitan expressways and tollways and the rest of the nation. Daily commuter rail service to and from Chicago is provided by Metra (Metropolitan Rail Service of the Regional Transportation Authority). The Metra commuter rail service reaches downtown Chicago in approximately 50 minutes from two commuter stations located in Tinley Park.

The government has operated under the trustee-village form of government whereby a Village President (Mayor), Village Clerk, and six trustees are elected from the village at large on

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overlapping four year terms. The Village Government has provided over one hundred twenty-two years of service to and for the community. Although primarily a residential community, the Village also has developed a diverse economic base with a variety of retail stores and shops, offices, light industry, and manufacturing.

1.4 GENERAL PROJECT DESCRIPTION

The Village has completed the preliminary scope of work for this project. Fire Station 2 at 7825 W 167th Street and Fire Station 3 at 9191 W. 175th Street are the Fire Stations involved. The proposed project intends to increase the square footage of the apparatus bays, administrative and living areas at each fire station. The project will involve a complete removal of existing fire station(s) and rebuild at each location. The project is planned to occur sequentially beginning at Fire Station 2 then moving on to Fire Station 3.

1.5 ELEMENTS OF FIRE STATIONS

The Fire Stations are anticipated to be approximately 9,000 to 9,500 SF each in size and shall provide adequate and flexible space to accommodate the following uses:

Fire Station 2 (located at 7825 W. 167th Street)

- 3 vehicle bays
- Living quarters for 6

Parking

- Accommodations for up to 13 staff members
- Required ADA compliant parking
- Exterior vehicle storage for fleet maintenance

Fire Station 3 (located at 9191 W. 175th Street)

- 3 vehicle bays
- Living quarters for 6

Parking

- Accommodations for up to 13 staff members
- Required ADA compliant parking
- Exterior vehicle storage for fleet maintenance

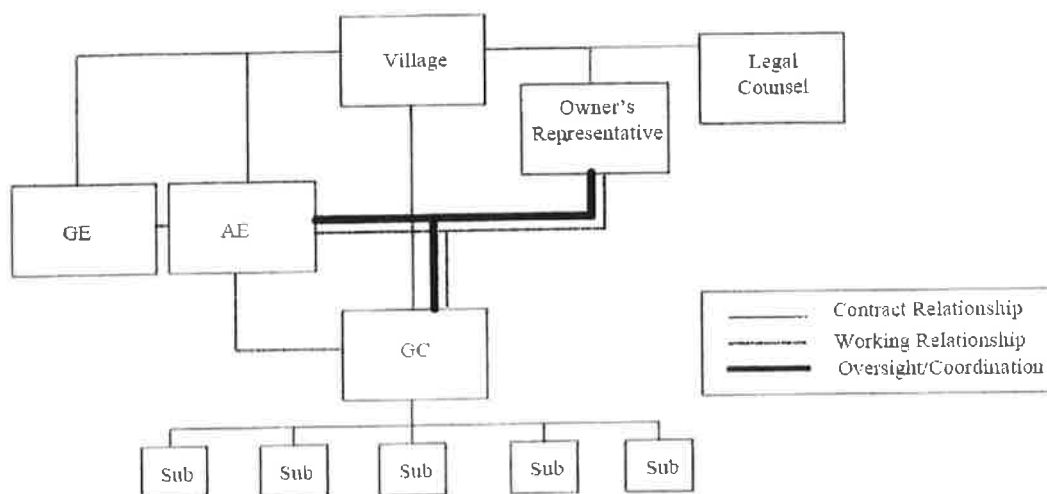
The above general items are a basic summary of needs but a more detailed explanation of these needs and a final layout of the facility to support these functions will be required as part of the Preliminary Design Phase of the Project. A final site plan is also required as part of the Preliminary Design Phase.

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1.6 GENERAL ROLES AND RESPONSIBILITIES

Village (Owner): The Village's sole role is to act as owner of the Project and to ensure that its interests and rights are being protected through the assistance of the selected OR. The Village shall designate on-staff representatives authorized to act on the Village's behalf as liaisons between the Village and the OR.

Owner's Representative (OR): The selected OR shall act as the primary agent of the Village, acting as OR with respect to the Project, and shall ensure coordination of all activities, from the Village's standpoint, required to properly execute the scope of work contained herein and in the contract documents. The OR provides comprehensive coordination of project activities to ensure that the discharge of responsibilities by the appropriate parties is executed in a manner that serves and protects the Village's overall and best interest.



Acting as an extension of the Village's staff, the OR monitors and coordinates efforts of the Village on behalf of the Village, the Architect, the Geotechnical Engineer, and the Contractor in order to enable the Village to achieve maximum value for the funds expended. Initially, the OR will assist in drafting and creating Contract Documents for the architect and contractor. The OR will then monitor the flow of all documents and materials for proper sequence of approvals so as not to delay the progress of the work. The OR may also be required to assist the Village in selecting, retaining and coordinating the professional services of other special Owner's Representatives and/or testing laboratories required for the Project.

Contract Documents: The complete body of documents governing execution and completion of the contract between the Village and the Architect and the Village and the Contractor, including but not limited to all drawings issued for construction, project manual(s), bidding & contract and general requirements and technical specifications including bidding requirements, sample forms, construction contract scope, general conditions and technical specifications, the accepted and executed request for proposal, bids, unit quantities/unit prices/schedule of values, accepted submittals/materials, manufacturer's recommendations, maintenance logs and other similar operations and maintenance information, bonding/insurance commitments, currently accepted

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construction contract schedule as well as all current Village approved and agreed upon modifications to the contracts that govern the Architect's and Contractor's execution of the Project.

Contractor: The entity or entities identified in the construction contract with the Village or its authorized representative to be solely responsible for and to act as facilitator of the complete and satisfactory construction of the Project. The selected Contractor shall be solely responsible for developing, procuring, coordinating, and executing all of his own activities including schedules, quality assurance, quality control, safety, licensing, labor, trades, materials, equipment, suppliers, vendors, shipping, and transportation, in addition to those of his subcontractors, to fully and successfully execute the project within currently approved time and budget constraints and per the contract documents. The Contractor shall have sole control over or charge of and shall be responsible for construction means, methods, techniques, sequences or procedures and for safety precautions and programs in connection with the work. The Contractor shall be solely responsible for the Contractor's schedule or failure to carry out the work in accordance with the contract documents.

Village of Tinley Park

2.0 General Scope Of Services

- 2.1. The OR will act as the primary agent and representative of the Village in order to help ensure that the Project is completed according to the Contract Documents within the currently approved project budget and schedule.
- 2.2. The OR will be responsible for assisting the Village with advising on and assisting with coordination of four primary phases including: 1) Pre-construction; 2) Design; 3) Construction; 4) Post Construction/Project Closeout.
- 2.3. The OR shall establish and implement procedures for, and maintain coordination or activities and communication on behalf of the Village and between the Village, the Architect, Engineers, and the Contractor.
- 2.4. Pre-Construction Services:
 - a. Review annual budget items to assist Village in prioritizing these items and refining item budget cost estimates.
 - b. Identify for the Village a list of Project Consultant professionals required to develop the Project that have not already been envisioned.
 - c. Develop an initial Project development schedule describing the steps and duration of the major tasks required to develop the Project.
 - d. Identify other parameters, such as code, zoning, land use or other such restrictions, which have a potential impact on the design development or construction of the Project.
 - e. Work with Project Architect to refine the current Project program and master plan.
 - f. Review and refine the preliminary Project budget outlining the expected costs to develop the Project.
 - g. Develop the organizational structure of the development team, establish responsibilities and line of authority and establish communication procedures to be used throughout the development process.
- 2.5. Design Completion Phase:
 - a. Manage the design and development team (including, without limitation, the Project Architect and all Project Owners Representatives) throughout the entire documentation process to ensure adherence to the approved program, budget, and schedule.
 - b. Provide periodic review of design documents for completeness, feasibility, constructability, and appropriateness of building systems and materials.
 - c. Provide periodic budget checks throughout the design process and cost estimating for all components of the Project, and propose and review value engineering alternates required to maintain the Project budget.
 - d. Recommend any design changes required to maintain the Project budget.
 - e. Identify required site studies, such as soil and environmental reports, necessary to design and obtain construction permits for the Project.
 - f. Assist the Village, Project Architect and/or Contractor in the review of the Project with code officials and submission of the Project to obtain required building permits.
 - g. Work with the Project Architect and Village staff to prepare bid packages.

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- h. Review contractor submittals and make recommendations. Assist the Village with negotiating the contractor contracts and Project Architect contract if project delivery method requires this action.
 - i. Develop and manage a Project accounting process to include receipt and review of all Project related invoices and payment applications, and assembly of such documents into a monthly draw package. Submit this package to the Village with recommendation for payment and manage and/or monitor payment by the Village.
 - j. Establish and monitor any FF&E delivery/procurement process with Village staff for adherence to the approved Project budget and schedule.
 - k. Maintain Project records and Project communication procedures throughout the development process.
 - l. Provide advice on selection of Project Consultants.
- 2.6. Construction Phase:
- a. Provide on-site representation throughout the entire construction process as the Village's representative.
 - b. Monitor the development and maintenance of the construction schedule by the Contractor(s), and maintain and update the overall project schedule as necessary.
 - c. Conduct regular on-site meetings with the Contractor(s), Project Architect, and other appropriate development team members (including, without limitation, the Project Owners Representatives) to coordinate and maintain the construction process.
 - d. Review and coordinate all Requests for Information from the Contractor(s) for timely response by the Project Architect. Review and monitor all supplemental instructions and directives for potential impact on the Project budget and schedule.
 - e. Review all invoices and applications for payment from the Contractor(s) and design team and include all approved requests in the monthly draw package to be submitted to the Village for payment.
 - f. Provide a monthly report to the Village that summarizes the status of the Project costs and schedule.
 - g. Review change proposals submitted by the Contractor(s) for appropriateness and accuracy and recommend acceptance and/or payment of such changes to the Village.
 - h. Monitor the submission of shop drawings and product samples by the Contractor(s) and response and review by the Project Architect for timeliness and appropriateness.
 - i. Monitor the procurement, warehousing, delivery, and installation of any FF&E with Village staff and associated vendors and contractors to ensure timeliness.
 - j. Develop with the design team and Contractor the construction punch lists for all areas of the Project. Monitor implementation and completion of all punch list items.
 - k. Monitor the acquisition of all government approvals, by the Contractor, required to receive all requisite certificates of occupancy, including, without limitation, all site plans, special exception, subdivision, zoning, and other land use approvals.
 - l. Maintain all Project records throughout the construction process.
 - m. Coordinate with third-party insurance and risk management Owners Representatives and monitor compliance with insurance requirements by the Contractor, Project Architect, and Project Owners Representatives.

Village of Tinley Park

- n. Provide advice and assistance to the Village in resolving construction issues, claims, and disputes prior to engagement of a lawyer to handle the matter (excluding legal advice and arbitration and litigation support).
- o. Recommend appropriate levels of contingency to carry during all phases of the Project.

2.7. Post- Construction Phase:

- a. Assist the Contractor(s) and Village in conducting all move-in operations, equipment demonstrations and training, system start-ups and testing, and other transitional requirements.
- b. Manage the close-out of the construction contract; punch list completion and receipt of documentation of all final lien waivers and other close-out documents, such as as-built surveys.
- c. Close out the Project accounting and provide the final status of the Project budget.
- d. Obtain on behalf of Village, and turn over to operations all keys, manuals, plans, and specifications, and all product and warranty information pertaining to the Project.

Village of Tinley Park

3.0 QUANTITY AND FORMAT

Ten (10) copies of proposer's statement of qualifications in an 8 ½ x 11 format and one (1) compact disk or flash drive with all information contained on it shall be submitted. All submitted information shall be organized generally as listed below. There is not a minimum or maximum page limitation but information should be kept directly relevant and succinct.

- Cover letter (optional)
- Understanding of Project and Project Approach
- Relevant project qualifications and experience as a firm
- Key staff/sub-Consultant qualifications and relevant experience
- Statement that the Terms and Conditions attached hereto as Exhibit "A" are acceptable for inclusion in the general contract form
- Summary statement (optional)
- Summary of hourly rates by key position and proposed method of billing for the Project
- Fee Proposal (in separately sealed envelope, hard copy format only, one copy will be sufficient)

3.1 UNDERSTANDING OF PROJECT AND PROJECT APPROACH

The understanding of Project and Project Approach section shall summarize the Consultant's understanding of the scope of service requirements and allows the Consultant to add any additional information which the Consultant believes may help the Village determine that the Consultant fully understands the Project and the needs of the Village and to help the Village determine the best overall qualified Consultant.

3.2 RELEVANT PROJECT QUALIFICATION AND EXPERIENCE AS A FIRM

The Consultant's relevant experience shall be provided as part of the response. The Consultant shall provide adequate information to show that the firm has particular expertise in assisting Municipalities with the design and construction management of multiple use public safety facilities.

The Consultant is encouraged to provide a short project synopsis of relevant and similar projects and a photo, if appropriate, of previously completed facilities. The client/reference contact information for the relevant projects should be provided in this section of the response for each similar project.

3.3 KEY STAFF/SUB-CONSULTANT QUALIFICATIONS AND RELEVANT EXPERIENCE

The Consultant shall include proposed key positions, proposed staff to fill these key positions, and sub-Consultant credentials/qualifications.

3.4 SUMMARY OF HOURLY RATES FOR KEY PERSONNEL AND METHOD OF BILLING

The Consultant is to provide a summary of the key positions that will be assigned to the project and should provide the proposed hourly rates for each of the key billing categories. The Consultant is

Village of Tinley Park

also requested to provide a summary of the proposed method of billing for the project (lump sum, cost plus with not-to-exceed limit, hourly, etc.).

3.5 PROPOSAL SUMMARY

A summary statement is optional but can be included to help the Village select the best overall qualified Consultant.

3.6 FEE PROPOSAL

This part of the proposal shall be submitted only in hard-copy format in a separately sealed envelope. It shall include the Consultant's detailed cost estimate to furnish the services required to complete this project.

The separate fee proposal will **not** be used in the initial evaluation of proposals leading to the selection of the top candidate, and will not be opened until evaluations have been completed. The fee proposal will be used as the basis for negotiations leading to final contractual scope-of-services and contract fee.

Should the evaluation process not result in a clear choice as to the top rated Consultant, the fee proposal will be used to assist the selection committee in determining its final recommendation. If the Village is unsuccessful in reaching a contract agreement with the top rated firm, negotiations will cease and the second rated firm will be invited to negotiate with the Village. The Village reserves the right to reject any and all proposals, and to solicit additional proposals.

All proposed fees shall be on a "not-to-exceed" basis "without prior written approval from the Village." Fees for scope of services shall be provided per each scope of service phase and for each proposed staff person, respective number of hours, total fee per staff member, total fee for the phase. A total fee for all the tasks shall be provided to include reimbursable non-direct expenses executed on behalf of the Village in order to execute the contract.

Additional Services: The Consultant shall provide hourly fees per staff member should additional services be requested and approved by the Village for each proposed staff member.

3.7 PROPOSED SCHEDULE

Issue RFQ	December 23, 2016
Proposal Submission	January 30, 2017
RFQ Reviews by Staff	February, 2017
Firm recommendation to Public Safety Committee	February, 2017
Contract Approval with selected Firm	February / March, 2017

The above schedule is a guide only and may be amended from time to time as necessary.

3.8 DEADLINE AND PROPOSAL DISPOSITION

Completed proposals shall be due **NOT LATER than 5:00 PM on January 30, 2017.**

Village of Tinley Park

All submittals shall become the property of the Village of Tinley Park. Proposals shall be submitted to:

John Urbanski
Village of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, IL 60477
708-444-5594

Any questions during the period of development of Consultant's response should be directed to Assistant Public Works Director, John Urbanski, in writing at jurbanski@tinleypark.org

4.0 THREE STEP SELECTION PROCESS

The selection process to determine the successful Consultant will be determined by the following three-step process.

Step One: Submitted qualifications will be distributed to members of a selection committee for review. The committee will evaluate and rank the submittals based on the following factors.

- Overall content and responsiveness this this Request for Qualifications/Fee Proposal – 10%
- Qualifications and relevant experience of the firm – 10%
- Qualifications and relevant experience of the personnel assigned to the project – 25%
- Demonstrated ability to work with municipal agencies – 25%
- Demonstrated performance on past projects – 30%

Step Two: The committee may conduct interviews with two or more of the top-ranked Consultants determined from Step One to get a more comprehensive view of qualifications.

Step Three: After the interview process in Step Two (if conducted), the Village will select the top ranked Consultant and open the fee proposal. The fee proposal will be used as the basis for negotiations leading to final contractual scope-of-services and contract fee.

Should the evaluation process not result in a clear choice as to the top rated Consultant, the fee proposal may be used to assist the selection committee in determining its final recommendation. If the Village is unsuccessful in reaching a contract agreement with the top rated firm, negotiations may cease and the second rated firm may be invited to negotiate with the Village. The Village reserves the right to reject any and all proposals, to solicit additional proposals, and make any additional decisions that are deemed to be in the best interest of the Village.

VILLAGE OF TINLEY PARK

SERVICE CONTRACT

This contract is by and between the **Village of Tinley Park**, a Illinois home-rule municipal corporation (the "Village"), and **Contractor** (the "Contractor"), for the project or work described in Exhibit A, attached hereto and made a part hereof.

1. In consideration of the compensation stated in paragraph 2, the Contractor shall provide all the services described in the Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference. The express terms of this Contract shall take precedence and control over any term or provision of the Scope of Services (Exhibit A) that in any way conflicts with, differs from, or attempts to alter the terms of this Contract.
2. Except in the event of a duly authorized change order approved by the Village as provided in this Contract, and in consideration of the Contractor's final completion of all work in conformity with this Contract, the Village shall pay the Contractor an amount not to exceed (\$) and 00/100 Dollars (\$). Within seven (7) calendar days of completion of the work, the Contractor shall submit his application for payment to the Village, and the Village shall pay Contractor for the work performed no later than thirty (30) calendar days from the date of the Village's receipt and the Village's approval of the work and the application for payment. No payment shall be made by the Village until the Contractor has submitted to the Village (i) a Contractor's Affidavit listing all subcontractors and material suppliers utilized on the project and (ii) final waivers of lien from the Contractor, all subcontractors and all material suppliers.
3. No changes shall be made, nor will invoices for changes, alterations, modifications, deviations, or extra work or services be recognized or paid except upon the prior written order from authorized personnel of the Village. The Contractor shall not execute change orders on behalf of the Village or otherwise alter the financial scope of the Project.
4. Written change orders may be approved by the Village Manager or his designee provided that the change order does not increase the amount set forth in paragraph 2 of this Contract to more than \$10,000.00. Changes in excess of this amount must be approved by the Village Board prior to commencement of the services or work. **Any request by the Contractor for an increase in the Scope of Services and an increase in the amount listed in paragraph 2 of this Contract shall be made and approved by the Village prior to the Contractor providing such services or the right to payment for such additional services shall be waived.**
5. **Time is of the essence on this Contract.** The Contractor shall complete all work under this Contract by the dates set forth below:
6. No "Notice to Proceed" may be given nor any work commenced until this Contract is fully executed and all exhibits and other attachments are completely filled out and attached hereto.

7. It is understood and agreed by the parties that the Contractor is an independent contractor retained for the above-mentioned purpose. The Village shall not control the manner nor the means of the Contractor's performance, but shall be entitled to a work product as described herein. The term "subcontractor" shall mean and include only those hired by and having a direct contract with Contractor for performance of work on the Project. The Village shall have no responsibility to any subcontractor employed by a Contractor for performance of work on the Project, and all subcontractors and material suppliers shall look exclusively to the Contractor for any payments due. The Village will not be responsible for reporting or paying employment taxes or other similar levies that may be required by the United States Internal Revenue Service or other State or Federal agencies. Every subcontractor shall be bound by the terms and provisions of this Contract as far as applicable to their work. The Contractor shall be fully responsible to the Village for the acts and omissions of its subcontractors, and shall ensure that any subcontractors perform in accordance with the requirements of this Contract. Nothing contained herein shall create any contractual or employment relations between any subcontractor and the Village. The Contractor is solely responsible for the safety procedures, programs and methods of its employees and agents and shall hold the Village harmless for any and all damages resulting from violations thereof. The Contractor shall comply with all applicable federal, State and local safety laws and regulations.
8. It is further agreed that the Contractor shall indemnify, hold harmless, and defend the Village, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorneys' fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of the Village, any other party indemnified hereunder, the Contractor, or any third party.
9. The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the Village, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of the Village, any other party released hereunder, the Contractor, or any third party. The Contractor shall maintain insurance coverage in an amount and from a carrier suitable to the Village, and the Village shall be named as an additional insured where required. Certificates of Insurance are attached hereto as Exhibit B.
10. The Village is exempt from payment of state and local sales and use of taxes on labor and materials incorporated into the project. If necessary, it is the Contractor's responsibility to obtain a sales tax permit, resale certificate, and exemption certificate that shall enable the Contractor to buy any materials to be incorporated into the project and then resale the aforementioned materials to the Village without paying the tax on the materials at the time

of purchase. In no event will the Village be liable for or pay any sales or use taxes incurred by the Contractor in performing the services under this contract.

11. The Contractor shall comply with all applicable federal, state, and local statutes, regulations, ordinances, and other laws, including but not limited to the Immigration Reform and Control Act (IRCA). The Contractor may not knowingly obtain the labor or services of an unauthorized alien. The Contractor, not the Village, must verify eligibility for employment as required by IRCA.
12. At any time, the Village may terminate this Contract for convenience, upon written notice to the Contractor. The Contractor shall cease work immediately upon receipt of such notice. The Contractor shall be compensated for services performed and accepted by the Village up to the date of termination.
13. No waiver or deferral by either party of any term or condition of this Contract shall be deemed or construed to be a waiver or deferral of any other term or condition or subsequent waiver or deferral of the same term or condition.
14. This Contract may only be amended by written instrument approved and executed by the parties.
15. This Contract and the rights and obligations contained herein may not be assigned by the Contractor without the prior written approval of Village.
16. The parties hereby state that they have read and understand the terms of this Contract and hereby agree to the conditions contained herein.
17. This Contract has been made under and shall be governed by the laws of the State of Illinois. The parties agree that performance and all matters related thereto shall be in Cook County, Illinois.
18. Contractor, its employees, associates or subcontractors shall perform all the work hereunder. Contractor agrees that all of its associates, employees, or subcontractors who work on this Project shall be fully qualified and competent to do the work described hereunder. Contractor shall undertake the work and complete it in a timely manner.
19. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
20. This Contract represents the entire and integrated agreement between the Village and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral.

21. This Contract will be effective when signed by the last party whose signing makes the Contract fully executed.
22. The Contractor agrees to comply with the Illinois Prevailing Wage Act, if the work to be performed under this Contract is covered by said Act. If this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

CERTIFICATIONS BY CONTRACTOR

Eligibility to Contract

The undersigned hereby certifies that the Contractor is not barred from bidding on or entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Contractor (please print)

Submitted by (signature)

Title

Certificate of Compliance with Illinois Human Rights Act

The undersigned hereby certifies that the Contractor is in compliance with Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended.

Name of Contractor (please print)

Submitted by (signature)

Title

Certificate of Compliance with Illinois Drug-Free Workplace Act

The undersigned, **having 25 or more employees**, does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of the work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Contractor (please print)

Submitted by (signature)

Title

Certificate Regarding Sexual Harassment Policy

The undersigned does hereby certify pursuant to section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Name of Contractor (please print)

Submitted by (signature)

Title

Title

VILLAGE OF TINLEY PARK

BY: _____
David G. Seaman, Mayor
(required if Contract is \$10,000 or more)

Date

ATTEST:

Village Clerk
(required if Contract is \$10,000 or more)

Date

VILLAGE OF TINLEY PARK

BY: _____
Village Manager

Date

Exhibit A
SCOPE OF SERVICES

Exhibit B

INSURANCE REQUIREMENTS

(See Risk Manager for Insurance Requirements)



Insurance Example

PSCGROU-01

SONORI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER, CONTACT NAME, PHONE, FAX, E-MAIL, ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #, INSURER A: Hartford Casualty Insurance Co, INSURER B: The Hartford, INSURER C: Hartford Fire Ins. Co., INSURER D, INSURER E, INSURER F

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation and Employers' Liability, Professional E&O.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) If required by written contract, the Village of Tinley Park is an Additional Insured with respect to the General Liability coverage.

CERTIFICATE HOLDER: Village of Tinley Park, 16250 Oak Park Ave, Tinley Park, IL 60477-1628. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

Tinley Park 2017-RFQ-001 RFI Responses #1

→ RFI 1: Exhibit A & B

Q: "I downloaded the RFQ and it refers to a couple of attachments (Exhibit A&B), but there was no content to these attachments."

A: *"Exhibit A" is the insert location of your firm's scope of services at the time of contract with the selected company.*

"Exhibit B" is the insert location of your firm's insurance documents into the final contract. Village of Tinley Park requires a \$1 million minimum liability umbrella for these services. An example of insurance requirements will be placed on the village web site.

→ RFI 2: Owners Representative / Construction Manager

Q: "We wanted to clarify that what the village is looking for is an Owner's Representative and not a Construction Manager. The phrasing used seemed to go both ways. For instance, if the company selected in this role would be expected to solicit bids and hire a General Contractor, which would clearly, be an OR with more of an advisory role. If the company hired was to develop scopes of work for trade/subcontractors bidding and hiring, which would lean more towards CM with a controlling interest in the construction work."

A: *The RFQ as specified is requesting an all-encompassing Owner's Representative with the ability to assist with Construction/Project Management. The expectation of the RFQ is to produce a firm that has extensive experience and capabilities in all aspects which would possibly encompass multiple aspects with a single contract. Obviously, we are looking for a professional with the village's best interest in mind every step of the way including the design, bidding and construction process. The Village will look for assistance with recommendations regarding concerns during design phase and assure that they are included in the final bid documents and assist with selection of contractors during the bid process.*

For further clarification please see attached 2017-RFQ-001 Organizational Chart

→ RFI 3: Project Dates

Q: "I noticed the dates for submission and approval, however, I was hoping to get the anticipated project start and completion dates."

A: *The project dates have not been determined and will be reflective of Architect/Engineer and contractor responsiveness. Project schedule would be one of the requirements of the awarded Construction Manager to propose and administer as approved.*

→ **RFI 4: Architect**

Q: “Has an Architect or General Contractor been selected for the project?”

A: *The Village has had multiple conversations with different architectural firms regarding “conceptual” designs. Up to date, the Village has not placed any other RFQ/RFPs out for this project with the understanding the selected firm from this RFQ would assist with the possible issuing a future RFP for A/E services and coordinate efforts determining those best selected providers of service.*

→ **RFI 5: Budget**

Q: “Is there an estimated budget established for each station?”

A: *The Village will share budgetary information with the selected vendor of this RFQ.*

→ **RFI 6: LEED**

Q: “Will this be a LEED project?”

A: *At this time the Village has not shown any interest in following the criteria to establish this project as a LEED facility.*

→ **RFI 7: Site Visits**

Q: “I would like to schedule a time to meet with you or the Chief to better understand the existing stations and Village’s specific needs. A tour/site visit to better understand the current operations would be helpful”

A: *To not allow one professional any “upper hand” over another, the Village will not schedule individual meetings or site visits at this time. As the site is considered public property, we cannot restrict any exterior viewing of the current facility but in respect of emergency service operations we request that any prospective bidders do not attempt to request access from the employees at the stations. Extensive site visits will be conducted with the selected firm.*

→ **RFI 7: Previous ORs**

Q: “Does the Village have a previous relationship with or used an Owner’s Rep. on other projects?”

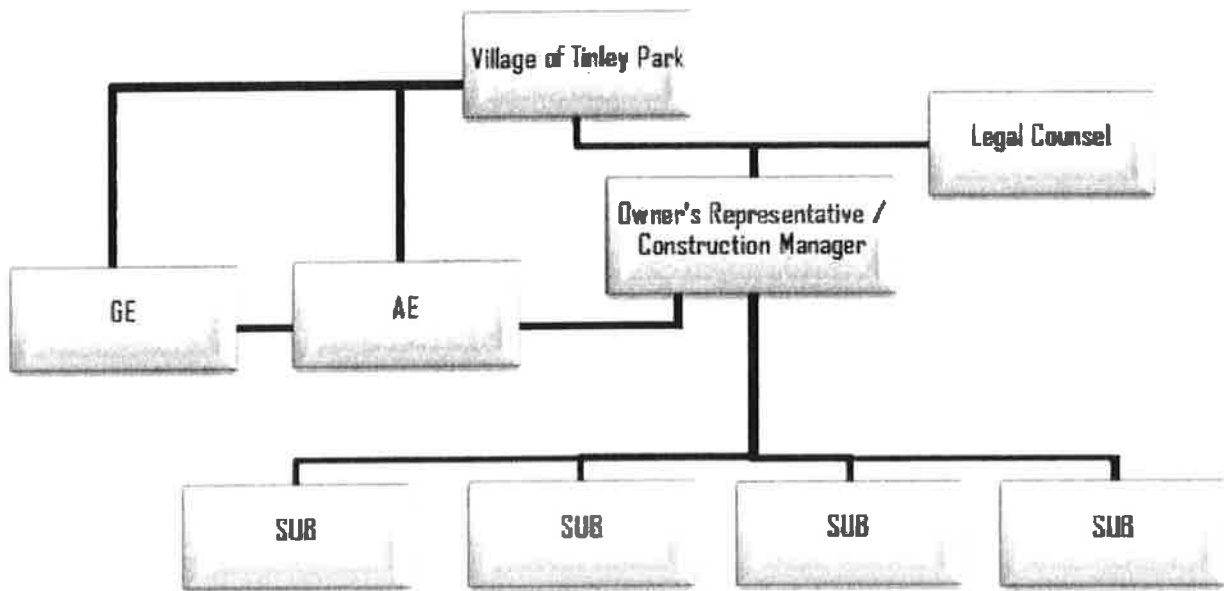
A: *The Village has utilized outside construction consultants in different capacities for past projects. It is the request of the current Village Board to contract with a single firm with the capacity of an all-encompassing Owner’s Representative which would include the same SOW as seen with Construction Managers.*

→ **RFI 8: Relocation of Existing Fire Personnel**

Q: “Assuming interim/temporary relocations for the existing station personnel and equipment will be necessary, how will that be handled and what role will the OR have in that process?”

A: *It is the view of the Fire Department that the OR/CM should have minimal or no requirements to be responsible for the understanding of the required operational necessities of the department. Therefore, any relocation of personnel and/or manpower will be solely handled by the fire department management.*

2017-RFQ-001 ORGANIZATIONAL CHART



DELIVERY METHODS OF CONSTRUCTION PROJECTS

Responsibilities	In-House Services	General Contractor	Design / Build (Architect hired by General Contractor)	Construction Manager as Constructor	Construction Manager as Constructor with Guarantee of Cost	Construction Manager as an Advisor	Integrated Architectural and CM Services as a Complete Delivery Service
Preconstruction Phase:							
Budgeting / Estimating services	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scheduling / Phasing / Sequencing	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Value engineering / Cost comparisons	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to prequalify subcontractors	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Owner involvement in sub selection	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identify and order long lead items	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Owner input of budget allocation	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No over-inflation of budgets to protect GMP	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Streamlined communications between Architect & CM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fast track design and construction	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contractual Issues:							
Open book	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Responsible for inspections and supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Owner must hold subcontracts	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All buyout savings to owner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Phase:							
Single source responsibility / accountability	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No need for owner's field representative	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Owner control of contingency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Owner has major responsibilities in construction process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No underlying agenda to substitute or cut cost	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fast payments to subcontractors / vendors	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Streamlined documentation (ie. RFIs, C.O.'s, etc.)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No adversarial relationship between CM & Architect	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Streamlined communication between Architect & CM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Type:	N/A	AIA A101	AIA A142	AIA A134	AIA A133	AIA C132	AIA A142

From **CONCEPT** to **COMPLETION**

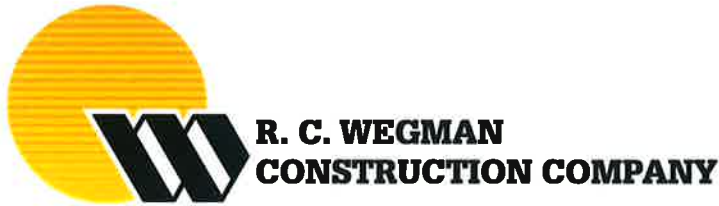


REQUEST FOR QUALIFICATIONS
Village of Tinley Park, Illinois
Professional Owner's Representative/Construction Management Services

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January 30th, 2017

Village of Tinley Park
Attn: John Urbanski
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Dear Mr. Urbanski,

On behalf of R.C. Wegman Construction Company, we would like to personally thank you, and the Village of Tinley Park for the opportunity to submit our qualifications for Professional Owner's Representative/Construction Management Services for the removal and rebuild of Fire Stations 2 and 3 for the Village of Tinley Park.

In order to move forward confidently with your plans, we have assembled an owner's representative and support team that will give you the best opportunity for success in bringing your plans to life. Our team provides you with a highly experienced staff of fire station experts having constructed 20 fire stations over the past 30 years in 15 cities and villages throughout Illinois. We can assure you that our team will provide clear leadership while being excellent collaborators with the Village of Tinley Park in the development, demolition and construction of your two new fire stations.

R.C. Wegman Construction is the right partner to join the Village of Tinley Park for the following reasons: First, Our team will provide all the professional guidance and leadership necessary to complete your goals. Our qualifications showcase experience with similar projects, a thorough pre-construction estimation process and professional construction guidance. Second, our team takes pride in our cost estimation process which is maintained from project conception to project completion. We find ways to save our clients' money through practical and common sense solutions and innovative thinking through every phase of the project. We perform these duties interactively with you and your team in a fully transparent process. Finally, our Fire Station construction experience is extensive, and this affords the Village of Tinley Park experienced project managers that can foresee problems before they occur.

Our R.C. Wegman Construction team is eager to apply our experience and knowledge to your project. On behalf of our project team we would like to thank you for the opportunity to submit our qualifications. We look forward to meeting with you and your planning committee to further discuss our potential involvement with this exciting project.

Sincerely,

A handwritten signature in black ink that reads 'Carl Wegman' in a cursive script.

Carl Wegman
President, RCW

Understanding of Project and Project Approach



PROJECT APPROACH

In order to have a successful project it is imperative that the owner, architect and general contractor work together as a team to design and construct fire stations that fit into the Village of Tinley Parks needs now and for the future.

When partnering with R.C. Wegman you will have experienced advocates on your side as trusted advisors throughout the pre-construction, design, construction and close-out process. We will advise you of cost effective solutions, manage site logistics and ensure all work is done to your satisfaction. Each decision that is made will represent the Village of Tinley Park's best interest.

We will work closely with the Village of Tinley Park to select the right Architect, that will design cost effective fire stations that meet the needs of the Village. We will also work closely with the General Contractor to ensure all subcontractor bid packages are complete and there is no overlap in the scopes of work. It is our goal that the pre-construction process paves the way for a seamless design and building process.

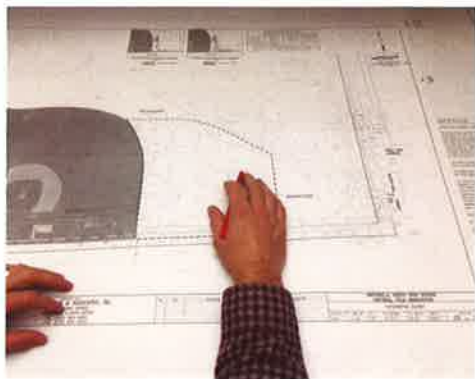
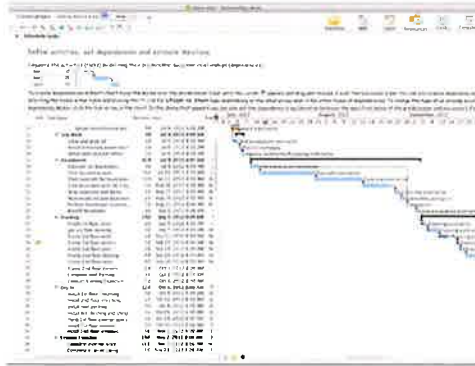
The following project approach defines how R.C. Wegman will guide the Village of Tinley Park through the timely, fiscally responsible and successful completion of two fire stations.

PRE-CONSTRUCTION SERVICES:

COST ESTIMATING/BUDGETING

As the owners representative, we understand it is our role to be fiscally responsible for the Village. In order to do this, we will utilize all of our resources to provide accurate calculations of the costs associated with the demolition and construction of 2 fire stations. We will utilize our historical data base, in house takeoffs, and subcontractor input to create budgets. Additionally, we will also draw upon our experience, and current fire station projects to ensure the costs remain in line with project goals.

Understanding of Project and Project Approach



TIMELINE/SCHEDULING

In order to keep the project on task, R.C. Wegman Construction will create a schedule for the project. Then once an Architect is selected, we will work with them to establish a master schedule. This schedule will list milestone dates for the entire project, from programming through building occupancy. Tasks, task schedules and task responsibilities are indicated on the master schedule. Additionally, for each individual phase a detailed work plan is developed that addresses specific tasks in greater detail and allocates specific resources to accomplish those tasks.

Schedule Control: A variety of tools and techniques are utilized to control the established schedule, including:

- Update of the detailed schedule within the fixed master schedule at the commencement of each phase to reflect any change in building design/construction needs.
- Weekly project team meetings to review progress and performance, to reallocate resources as necessary, and to communicate the client's objectives.
- Weekly update of the project's staffing needs.
- Scheduled quality control reviews of the documents in each phase to assure that documentation is complete and that delays will not occur due to change orders during construction.

COST CONTROL

As the Owner's Representative it is important to always be looking for ways to save the Village of Tinley Park money. That is why R.C. Wegman will continually search for savings throughout the entire construction process. In construction there may be many different ways to build the same element and sub-contractors often bring new and innovative ideas to lower costs. Sometimes these alternate means and methods are market driven and other times specialized field conditions offer value engineering opportunities.

Understanding of Project and Project Approach



COMMUNICATION

The KEY to keeping the project on time and on budget is COMMUNICATION.

R.C. Wegman Construction owners representative and support team will take the lead on communication management between the Village of Tinley Park, Architect and General Contractor and all additional members of the design and construction teams. R.C. Wegman Construction has the skill and experience to take on this responsibility. Through the use of computerized information management systems like Basecamp and Newforma, R.C. Wegman will be able to create a communication management system that will keep all members of the team informed and accountable.



All members of the team will be able to log into the system and be updated on meetings, schedules and budgets. Drawings and specs will be able to be uploaded to the system so all members can view the progress of the design as it is generated.



Throughout the entire pre-construction phase you can be sure R.C. Wegman will take the lead to make sure meetings are attended, schedules are met, and all team members are held accountable through a concise communication management system.

R. C. Wegman will focus on building trust and teamwork between the design team, and owner during the Pre-Construction phase. We will also maintain an open book policy and share all of our resources with the team. We will create a working environment between all team members where there are no bad ideas, and everyones thoughts and ideas are taken seriously and treated with respect. This helps to build trust and foster a collaborative environment where everyone is working together for the betterment of the project.

Understanding of Project and Project Approach



CONSTRUCTION PHASE:

PARTNERING AND TEAMWORK

All of the positive respect and teambuilding that has been created with the architect and owner need to continue with the general contractor and subcontractors.

Developing the respect and trust of the subcontractors begins at the post bid review meetings. Goals and expectations of the project are reviewed and reinforced at these meetings. The team building has begun.

Throughout construction the goals are again reinforced through weekly meetings, foreman meetings and our constant communication techniques.

CONSTRUCTION SCHEDULE

After the bidding process is completed and subcontractors have been awarded, the preliminary schedules will be up-dated with the input of the awarded subcontractors.

We feel this is an important step in the scheduling process because the subcontractor input provides accurate scheduling information as well as subcontractor accountability to the schedule. Our firm will conduct a preconstruction meeting with the trade contractors to verify that the various contractors are familiar with the scope of work and process required. Our schedule is maintained and updated bi-weekly based on reported and observed activities.

RCW is dedicated to using innovative construction technology and processes to reduce time and cost of construction. Our firm utilizes Microsoft project, a project management software program and Excel spreadsheets. With this program our construction team is able to develop schedules, create critical path scheduling and maintain milestone dates. We have set up our webpage, www.rcwegman.com, in order to show current jobs in progress. Anyone will be able to access the website and follow the progress of the project.

Understanding of Project and Project Approach



QUALITY CONTROL

R.C. Wegman Owner's Representative will ensure a strong Quality Control Plan is in place during the construction of the Fire Stations. We have found that a strong Quality Control program results in tremendous improvements to safety, efficiency, schedule, long term operational costs and ultimate customer satisfaction.

In addition our team brings a "builder's" perspective as well as multi-unit and master planning experience to this project. We will evaluate the quality of construction work and request improvements as necessary. Also, verify contractors performance to approved specifications, workmanship and local codes. Craig will be your eyes and ears in the field, working to prevent costly errors and delays



R.C. Wegman Construction is prepared to accomplish all tasks outlined in the Request for Qualifications. R.C. Wegman Construction will provide these services to the best of our ability.



Oswego Fire Station No. 1

Oswego, Illinois



The new 44,000 sf Central Fire Station in Oswego, Illinois includes 15 bunks, 8 apparatus bays, 1 maintenance bay and 6 small vehicle bays. This building now meets the needs of Oswego's growing Fire Protection District. Aesthetically, the Village of Oswego incorporated elements of an old Chicago fire house into the new station. The old Chicago style architecture included a bell tower, traditional red overhead doors and arched stone window treatments. The traditional character was incorporated into the interior as well with the Fire Commander's platform and sliding poles.

Owner: Village of Oswego
Project Type: New Construction
Project Size: 44,000 sf
Budget at Design: 10.8 Million
Final Cost: 10.2 Million
Project Duration: 24 Months
Project Completion: October 2009
RCW's Role: Construction Manger "At Risk"
Architect: FGM Architects
Reference: Jim Detzler, Fire Chief (RET)
daxmare@aol.com
630.675.6735

Aurora Fire Station No. 8

Aurora, Illinois



Totalling nearly 20,000 sf, this unique structure houses both Fire Station #8 and the City of Aurora's Customer Service Center. The Station received a GOLD level award by the Station Style judges recognizing superlative work for a shared facility. This station is one of the main communication hubs for the City of Aurora.

Owner: City of Aurora

Project Type: New Construction

Project Size: 23,000 sf

Budget at Design: 6.7 Million

Final Cost: 6.68 Million

Project Duration: 16 Months

Project Completion: August 2007

RCW's Role: Construction Manger "At Risk"

Architect: PSA Dewberry

Reference: Hal Carlson, Fire Chief (RET)

halcarlson2930@gmail.com

630.675.3267

Aurora Fire Station No. 7

Aurora, Illinois



The new construction of Fire Station #7 will replace the existing station that has served the West side of Aurora since 1957. The building was designed to fit seamlessly into both the surrounding residential neighborhood and the adjacent Lincoln Park. The exterior of the building is constructed with a very high end wall construction consisting of Cordova stone and cementitious Hardie-board siding. The interior roof structure utilizes prefinished wood glue laminated beams and exposed wood decking to provide a very unique finish for the apparatus bay ceiling. The quality of the construction labor will provide a fire station all of the citizens of Aurora can be proud of.

Owner: City of Aurora

Project Type: New Construction

Project Size: 11,000 sf

Budget at Design: 4 Million

Final Cost: TBD

Project Duration: Approx. 10 Months

Project Completion: TBD

RCW's Role: Construction Manager "At Risk"

Architect: PSA Dewberry

Reference: Dan Davids, Assistant Chief

Ddavids@aurora-il.org

630.256.4004

Santori Public Library

Aurora, Illinois



The Santori Public Library of Aurora is a new three story library building in the heart of downtown Aurora that provides some unique features to the Aurora Public Library system. Some unique state of the art features are seen in the expanded areas for children and teens, computer and internet areas, dedicated study rooms, community gathering areas, conference rooms and interactive elements at the atrium and public areas. There are quiet reading rooms, genealogy and local history rooms and other areas that provide for solitude, study and reflection. The building has been designed and constructed to be a LEED Certified building which features state of the art and environmentally friendly materials, construction assemblies and design.

Owner: Aurora Public Library

Project Type: New Construction

Project Size: 93,713 sf

Budget at Design: 30 Million

Final Cost: 28 Million

Project Duration: 24 Months

Project Completion: May 2015

RCW's Role: Construction Manager "At Risk"

Architect: Cordogan, Clark and Associates

Reference: Daisy Porter-Reynolds, Director

Daisy@aurorapubliclibrary.org

630.264.4106

RiverEdge Park

Aurora, Illinois



RiverEdge Park is a stunningly beautiful entertainment, recreational destination with natural elements occupying both sides of the Fox River in downtown Aurora, Illinois. The outdoor performance venue is a functional element of the park. It acts as a platform from which visitors can experience cultural events within a natural setting and will hold 9,500 people. It supports a state of the art sophisticated sound system, mix tower and concessions building. The site includes 1,700 feet of multi use recreational trail, a 40,510 square feet permeable paver plaza, 81,810 square feet of concrete plazas and walks, native landscaping and vegetation renovation of Blues Island.

Owner: City of Aurora

Project Type: New Construction

Project Size: 9 Acre Park

Budget at Design: 13.3 Million

Final Cost: 13.3 Million

Project Duration: 16 Months

Project Completion: October 2012

RCW's Role: Construction Manager "At Risk"

Architect: Muller + Muller

Reference: Stephane Phifer, Director

Planning and Zoning

sphifer@aurora-il.org

630.256.3080

Aurora Police Department Training and Support Building and Parking Garage

Aurora, Illinois



The Aurora Police Departments Staff Garage and Training and Support Building is a LEED Gold facility. The Staff Parking Deck is a 203,069 square foot, two level structure that is pre-cast concrete construction with 557 parking spaces for employees. The Training and Support Building (TAS) is a 41,000 square foot building constructed with structural pre-cast concrete wall panels at the exterior walls. The building contains a state of the art forensic department that has multiple labs such as a latents lab, digital lab, alternative light source lab, computer forensics lab and a vehicle exam area all of which can process evidence such as DNA, fingerprints, computer and other evidence with the efficiency of a state certified lab. The TAS Building also houses a state of the art firing range. The firing range is a ten lane range that can also be utilized as a free roaming range, which allows training of various tactical manuevers.

Owner: City of Aurora

Project Type: New Construction

Project Size: 244,069 sf

Budget at Design: 17.4 Million

Final Cost: 17 Million

Project Duration: 15 Months

Project Completion: April 2009

RCW's Role: Construction Manager "At Risk"

Architect: Cordogan, Clark and Associates

Reference: LT Williman Hull

hullw@apd.aurora.il.us

630.256.5713

Oswego Fire Station No. 3

Oswego, Illinois



Fire Station No. 3 was designed to be a prototype fire station for the Oswego Fire Protection District. The station features three unique functional spaces, the living area, apparatus bays and the administrative and training area. The living area includes sleeping rooms, kitchen, dining room, day room, restrooms and office space. Included in the apparatus bay is a double bay drive-thru apparatus bay, equipment, maintenance, workshop, gear storage area and other support areas. The administrative and training area were designed to be flexible within the prototype fire station.

Owner: Village of Oswego
Project Type: New Construction
Project Size: 10,500 sf
Budget at Design: 2.2 Million
Final Cost: 2.1 Million
Project Duration: 9 Months
Project Completion: February 2004
RCW's Role: Construction Manger "At Risk"
Architect: Healy, Bender & Associates, Inc.
Reference: Jim Detzler, Fire Chief (RET)
daxmare@aol.com
630.675.6735

Oswego Fire Station No. 4

Oswego, Illinois



The Oswego Fire Station No. 4 is located on 127th Street in Plainfield near Oswego's Grande Park Subdivision. This is the third facility utilizing the Oswego Fire Station prototype. In order to save money, the same design was utilized and adapted to work with the site.

Owner: Village of Oswego
Project Type: New Construction
Project Size: 10,500 sf
Budget at Design: 2.4 Million
Final Cost: 2.35 Million
Project Duration: 10 Months
Project Completion: March 2005
RCW's Role: Construction Manger "At Risk"
Architect: Healy, Bender & Associates, Inc.
Reference: Jim Detzler, Fire Chief (RET)
daxmare@aol.com
630.675.6735

Aurora Fire Station No. 12

Aurora, Illinois



The three bay station is equipped with dormitory facilities for an eight man crew to service the expanding Southeast portion of Aurora. It also includes the standard features found in similar designs, i.e. watch room, workout room, and a large comfortable day room adjacent to the kitchen. The exterior design is similar to Station No. 10; however, this station has incorporated a shingle roof in lieu of tile to better fit into the surrounding residential area. This is the third fire station that RCW had built for the City of Aurora.

Owner: City of Aurora

Project Type: New Construction

Project Size: 9,500 sf

Budget at Design: 1.05 Million

Final Cost: 1.04 Million

Project Duration: 10 Months

Project Completion: January 1999

RCW's Role: General Contractor

Architect: Cordogan, Clark and Associates

Reference: Hal Carlson, Fire Chief (RET)

halcarlson2930@gmail.com

630.675.3267

North Aurora Fire Station No. 2

North Aurora, Illinois



The North Aurora Fire Station No. 2 is located in a residential neighborhood on Tanner Road within the village of North Aurora, Illinois. The facility is manned by firefighters and paramedics 24/7/365. The building is situated at the main entrance to Tanner Trails Subdivision and is the first impression of the neighborhood. The design character was developed to exemplify the residential character of the surrounding neighborhood.

Owner: Village of North Aurora

Project Type: New Construction

Project Size: 11,400 sf

Budget at Design: 2.55 Million

Final Cost: 2.5 Million

Project Duration: 12 Months

Project Completion: March 2007

RCW's Role: Construction Manager "At Risk"

Architect: Healy, Bender & Associates, Inc.

Reference: Chief Steve Miller

smiller@nafd.org

630.897.9698

Naperville Fire Station No. 10

Naperville, Illinois



The 10,000 sf satellite fire station serves the evolving needs of the Naperville Fire Department. Fire Station #10 enhances response times within the southwestern section of Naperville. The design includes three (3) drive through apparatus bays, sleeping quarters, fitness room, kitchen, eating and living area for up to ten (10) personnel. Also featured is a decontamination room, turnout gear room and lockers for 30 personnel. The site and building have been designed with sustainable and energy conserving design measures. This facility is a great example of traditional design infused with today's technology.

Owner: City of Naperville

Project Type: New Construction

Project Size: 10,000 sf

Budget at Design: 2.3 Million

Final Cost: 2.5 Million

Project Duration: 11 Months

Project Completion: August 2007

RCW's Role: Construction Manger "At Risk"

Architect: Charles Vincent George Design

Reference: Mark Puknaitis

puknaitism@naperville.il.us

630.420.6140

Team
Profile

The R. C. Wegman Owners Rep Team of Craig Lamp, Terry Sowers, Terry Bohr and Lisa Garcia are the best choice for your project. Craig Lamp, Terry Sowers, and Terry Bohr bring a true builders perspective to the planning and construction process. Craig's strength will be his ability to work with the architect and general contractor on a daily basis. Craig will be the constant presence for R. C. Wegman on this project. He will be the main point of contact for the Village, providing constant coordination between all of the stakeholders involved in the process to always keep focus on the overall project goals.

Terry Sowers's strength as an estimator will be very important in the pre-construction and design completion phases of the project. Having just completed the budgeting process for Fire Station No. 7 in Aurora, Terry will be able to utilize these current unit prices in the development of the Tinley Park budgets. With 40 years of construction experience, you can be sure the information Terry provides will be complete and accurate.

Terry Bohr brings over 40 years of experience and has personally been involved with the construction of 7 fire stations. His role will be as a senior consultant to the RCW staff. He will communicate with the staff on a daily basis to help resolve any issues and to make sure the needs of Tinley Park are being met and fulfilled.

Lisa Garcia has worked to support projects ranging from 1 million to 35 million dollars. She is detailed oriented and organized, having worked as an administrative assistant for over 25 years. She manages most of the documentation for the project in a professional, stylish manner.

Please meet our RCW Team.

"I have worked with the team at R. C. Wegman for more than 20 years and I would highly recommend them from the perspective of the owner. The outstanding service the Fox Valley Park District has received from R. C. Wegman is the reason they have been involved in nearly every construction project of any size for many years."

*Robert W. Vaughan
Executive Director,
Dunham Fund
Former Executive Director,
Fox Valley Park District*





Highlights:

- 30 + years in construction industry
- Personally managed over \$250 million in on time and under budget projects
- Grew revenue from \$20 million to over \$75 million per year as President of Lamp Construction

Responsibilities:

Craig is primarily responsible for the daily management, supervision, coordination and successful completion of the pre-construction, construction and post-construction phases of projects. He works to meet the cost objectives with respect to contracting, scheduling, estimating, purchasing and bidding on all major projects. He provides value engineering solutions including cost/schedule implications. Craig resolves constructability issues during design and offers value alternative solutions.

Professional Training:

- FMI Leadership Institute
- Elgin Leadership Academy
- Falls Management Institute

Education:

- University of Colorado - Bachelor of Science, Architectural Engineering

Craig Lamp

Owner's Representative

Project Management:

- Managed over 100 construction projects ranging from \$10,000 up to \$40 million with a focus on superior quality and owner satisfaction.
- Created over 20 site specific safety plans and enforced through weekly meetings and managed daily inspections.
- Reviewed estimates, scoped subcontractor's proposals, negotiated and awarded 5 and 40 subcontracts per project.
- Developed and updated job schedules, evaluated plans and specifications developing sequenced time frames, responsible contractors and target dates for each milestone.
- Reviewed and tracked shop drawings and submittals through the approval process. Verified proper installations.
- Held mechanical trades preplanning meetings to coordinate work, proactively detect and resolve conflicts.
- Verified code enforcement and proper inspections.
- Led weekly jobsite coordination meetings with Owner, Architect and Subcontractors.
- Verified completeness and quality to the plans and specs prior to preparation and authorization of monthly payment applications.
- Quickly resolved any issues or conflicts that arise during construction through prompt mediation; identify the problem and barriers to create solutions that support the integrity of the project.
- Reviewed, recommended, prepared and submitted change request proposals.
- Coordinated and oversaw entire closeout process, made sure all warranties, as-built drawings, maintenance materials, extra stock, and owner training are all received and completed.

Executive Management:

- Assigned projects to the Project Managers and Superintendents based on qualifications, experience and work load; analyzed and assigned projects recognizing individual experience, skill set and expertise.
- Scrutinized financial, project, industry trends and peer group data to inform decision making and to develop company goals leading to 14 straight years of profitability as President.
- Created and maintained master job schedule of all projects and each Project Manager and Site Superintendent.
- Conducted ongoing employee reviews and goal setting to ensure job quality and completion, as well as proactive manage all financial aspects of their projects.



Highlights:

- 40 + years in construction industry
- Integral part of team throughout the pre-construction/design phase

Responsibilities:

His primary responsibilities entail overseeing the project specific delivery of pre-construction services, including conceptual estimating and budgeting, providing a detailed cost analysis of all building components, conducting value engineering and constructability analysis, developing bid package breakdown for increased competitiveness, writing scopes of work for bid packages, pre-qualification of subcontractors and/or prime contractor bidding, final bidding and buy-out. Terry will development of the final Guaranteed Maximum Price for the project.

Professional Training:

- Bricklayers Local 74
- Bricklayers and Allied Craft Workers Apprentice Program Completed 1983
- 30 Years Masonry Trades Experience
- Hazard Communication Training - GHA
- Estimating Training

Terry Sowers

Lead Estimator

Previous Projects as Lead Estimator:

- Richard and Gina Santori Public Library - Aurora, IL
- Aurora Police Parking Deck & Training and Support Building - Aurora, IL
- FVPD Stuart Sports Complex - Montgomery, IL
- Fox Metro Water Reclamation P-3 Lab - Montgomery, IL
- All Saints Catholic Academy Phases 1 & 2 - Naperville, IL
- Montgomery Central Fire Station Addition - Montgomery, IL
- Hoover Forest Preserve - Yorkville, IL
- First Centennial Mortgage - Aurora, IL
- Wrigley Building Addition - Yorkville, IL
- Heartland Blood Center - Aurora, IL
- Coil Plus Addition - Plainfield, IL
- Blackberry Farm Adventureland - Aurora, IL
- Holiday Inn Express and Suites - Aurora, IL
- Rachel's Learning Center - Aurora, IL
- Aurora Area Interfaith Food Pantry - Aurora, IL



Highlights:

- 40 + years in construction industry
- LEED AP

Responsibilities:

As Senior Consultant, Terry's primary focus will be to handle administrative duties including; contracts, insurance, pay requests and change orders. He will attend job site meetings and communicate with superintendents as required. He will be intimately involved in all financial aspects of the project to make sure all budget constraints are achieved.

Professional Training:

- Local 916 Carpenters Apprentices Program Completed 1981
- OSHA 30 Hour Training
- Hazard Communication Training - GHA

Terry Bohr

Senior Consultant

Previous Projects as Senior Project Manager and Consultant:

- **Aurora Police Parking Deck & Training and Support Building**
Training and Support Building, Staff and fleet vehicle Parking Garage, LEED GOLD project in Aurora, IL
- **RiverEdge Park Music Garden**
9 Acre Outdoor Performance Venue, performance pavillion, guest service building, mix tower, plaza and walks in Aurora, IL
- **Santori Public Library**
94,000 sf, 3 story new main public library, 200 parking spaces, LEED Certified, Parker and Children's Gardens, state of the art technology building in Aurora, IL
- **Fox Valley Park District Stuart Sports Complex**
135 Acre Fox Valley Park District Sports Complex, soccer fields, parking lots, ball fields, dog park, native plantings in Montgomery, IL
- **Vaughan Athletic Center**
225,000 sf Fox Valley Park District athletic, fitness and aquatic center in Aurora, IL
- **Hollywood Casino**
Dockside Gaming Facility, 80,000 sf floating radius casino, 2 surface parking lots and pedestrian bridge in Aurora, IL

Fire Station Experience as Senior Project Manager:

- **Aurora Fire Station #8**
 - **Aurora Fire Station #12**
 - **Naperville Fire Station #10**
-



Highlights:

- 30 years in the industry
- LEED Project Experience

Responsibilities:

Lisa is responsible in assisting the project management team in all of the day to day administrative needs and to assist in overseeing the project. Lisa will work with the team to ensure accurate records and documentation. Producing contracts, submittals, safety forms, look ahead schedules, RFI's, change orders, meeting minutes, close out documentation are all part of her daily routine.

Professional Certification:

- LEED USGBC Seminar Training
- Open Meetings Act Training

Education:

- City of Chicago Southwest School of Business - Executive Secretarial Diploma

Other:

- Vice Chair/Treasurer for the City of Aurora's Veterans Advisory Council
- Aurora Power Woman 2015

Lisa Garcia

Project Coordinator

Santori Public Library

Lisa assisted the RCW team on this \$30 million state of the art new library in downtown Aurora. The 93,713 sf building is under the review for LEED Certification.

Naperville Fire Station No. 10

As a member of the team in charge of this \$2.5 million dollar new station, Lisa worked closely with the Project Manager, Site Superintendent and Subcontractors. The site and building was designed with sustainable and energy conserving measures.

APD Training & Support Building and Staff Parking Deck

The 244,069 sf building and parking garage is a LEED Gold facility. The building contains a state of the art forensic department with multiple labs. The TAS Building also houses a ten lane firing range. The Staff Parking Deck is a pre-cast structure with 557 staff parking spaces.

RiverEdge Park Music Garden

RCW has completed numerous jobs for the City of Aurora, which includes RiverEdge Park. This outside concert venue is one of Aurora's summer destinations with big name entertainers, which brings guests from all over the country to enjoy this beautiful 9 acre park along the Fox River.

Lisa is involved in every project RCW has the privilege of building.

Statement of Terms and Conditions



This Statement Confirms that R.C. Wegman Construction has reviewed and agrees to the Terms and Conditions attached as Exhibit "A" in the Request for Qualifications and Fee Proposal for Professional Owner's Representative/Construction Management Services for the Village of Tinley Park successful completion of 2 fire stations, are acceptable for inclusion in the general contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Columbian Agency 1005 Laraway Road New Lenox IL 60451	CONTACT NAME: Jo-Ann E. Billo, CISR, CRIS PHONE (A/C, No., Ext): 815-215-4712 E-MAIL ADDRESS: joann.billo@hubinternational.com	FAX (A/C, No.): 877-224-9706													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A :The Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER B :Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER C :National Fire Insurance of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER D :Harleysville Insurance Company</td> <td>23582</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :The Continental Insurance Company	35289	INSURER B :Valley Forge Insurance Company	20508	INSURER C :National Fire Insurance of Hartford	20478	INSURER D :Harleysville Insurance Company	23582	INSURER E :		INSURER F :
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INSURED R.C. Wegman Construction Company 750 Morton Ave. Aurora IL 60506	CERTIFICATE NUMBER: 287734144 REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y		604333781	10/31/2016	10/31/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			604333795	10/31/2016	10/31/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0			604333814	10/31/2016	10/31/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	604333800	10/31/2016	10/31/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	LEASED/RENTED EQUIPMENT			CIM00000019681S	10/31/2016	10/31/2017	\$1,000 DED \$100,000 LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---------------------------	--

Summary of Hourly Rates for Key Personnel and Method of Billing

Below is the hourly rates for the key personnel on the project.

Our proposal method of billing would be for time spent on the project per a thirty day billing cycle.

Craig Lamp \$148.00 per hour

Terry Sowers \$112.00 per hour

Terry Bohr \$127.00 per hour

Lisa Garcia \$78.00 per hour



GRAEFEN

DEVELOPMENT inc.

DESIGN - BUILD - LEASE

Friday, January 27, 2017
Village of Tinley Park
Construction Management RFP



GRAEFEN

DEVELOPMENT inc.

DESIGN - BUILD - LEASE

22774 Citation Rd. Frankfort IL. 60423 USA
Office 815-464-7090 Fax 815-464-2498
www.graefenddevelopment.com

Mr. John Urbanski
Village of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, IL. 60477
708-444-5594

Re: Construction Management RFQ

Mr. Urbanski,

I would like to thank you for the opportunity to submit the request for proposal for the proposed Fire Station projects. The staff at Graefen Development is very excited about the opportunity and believes that we could play a vital role in your project's development. We also feel that we can manage a superior and more efficient project than our competitors.

At Graefen Development, our staff understands that our clients expect construction managers to do it all. In light of that, we prefer to manage every phase of the project, start to finish. That includes: design, bidding, construction, and post-construction.

Our experience includes both municipal and private-sector projects. We can operate as both construction manager and general contractor. Recently, we completed the \$6.0 million expansion to the Bettenhausen Recreation Center. It was delivered as designed and on time. We plan to deliver Fire Station 1 and Fire Station 2 the same way.

Once construction documents are completed, we will organize the contract documents, and competitively publicly bid each individual trade activity ensuring the most competitive bidding process and highest level of control over the project's successful delivery. We will notify independently hundreds of local qualified contractors in addition to the public notification.

The Graefen Advantage:

1. Our firm is located within 5 miles of the proposed new fire stations.
2. We have a very strong presence in the Tinley Park area and surrounding communities; we have constructed \$200+ million in projects within a few miles of this project.
3. We have strong relationships with the surrounding governments and villages.
4. We have successfully completed projects for the MWRD, Orland Township ,Frankfort Square Park District, Village of Tinley Park, and the South Suburban Special Recreation Association to name a few.
5. Graefen Development has strived to build lasting and repetitive relationships with many of our clients and have included letters of recommendations in this proposal from those clients.

Graefen Development is a very “hands on” company and we retain all of our employees and their respective skills.

Regards,
Jeff Graefen
President

Table of Contents

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6. Construction Services/Scheduling/Field Management Processes
7. Construction Management Fee
8. Payout Procedures
9. Substantial Completion/Project Close Out/Operational/Equipment Startup/Warranty Follow Up

Company Background/Profile

Graefen Development Background and History

Graefen Development began general contracting and construction managing commercial, municipal, and industrial buildings, as well as transforming farm land and into commercial and industrial property. In more recent years we started a multi-state operation with projects in Illinois, Indiana, Tennessee, Kentucky, Virginia and Alabama.

Corporate Profile – Graefen Development

Headquarters: 22774 Citation Rd. Frankfort, Il. 60423

Graefen Development, a Frankfort, IL-based general contracting, construction management and design-build firm, has been chartered under this name since 1993. Today Graefen Development is recognized as one of the Midwest's top general contractors specializing in commercial, municipal, and industrial and buildings.

A Team Approach:

Every construction project is assigned a full-time project manager with the support of field superintendents, engineers, and related accounting and office personnel. The management team is stationed full-time at the project site.

Bonding Company: Liberty Mutual

Banking Reference: Byline Bank & State Bank Of Illinois

Credit information:

Jeff Graefen Development Inc. (dba Graefen Development)

General Contracting and Construction Management

www.graefendevlopment.com

22774 Citation Rd.

Frankfort, IL. 60423

(815)464-7090 Fax: (815) 464-2498

E-mail jeff@graefendevlopment.com

Federal ID Number: 36-4248561

Corporate Management:

President: Jeff Graefen

Established 1993; Incorporated in State of Illinois 1998

Bank Reference:

Byline Bank

8001 W. 183rd Street

Tinley Park, IL. 60477

Primary Contact- Bill Sifuentes <WSifuentes@bylinebank.com>(708) 532-8888

State Bank Of Illinois

11100 Front Street

Mokena, IL. 60448

Primary Contact- Sharon Krupske <SKrupske@mysbi.com> (708)479-2185

Parkway Bank & Trust Company

Assistant Vice President - Orland Park

14345 S. LaGrange Road

Orland Park, IL 60462-2503

Phone: 708-460-4888

Fax: 708-460-4889

Primary Contact-Lynn Cialdella <lcialdella@ParkwayBank.com>

Surety: Assurance/Liberty Mutual –Bill Reidinger 847-463-7251

Trade References:

Meco Erection

6180 Gun Club Rd.

Morris, IL. 60450

815-941-0700 Email: Steven Montgomery <mecoinc@sbcglobal.net>

Fax 815-941-0707

GBP Silvercote

29200 Fountain Parkway

Solon, Ohio 44139

1-800-569-4262 Email: Denholm, April <April.Denholm@silvercote.com>

RD Masonry

9511 Corsair Rd.

Frankfort, IL. 60423

815-806-1460 Email: rdmasonryinc@aol.com

Fax 815-806-1462

ACI Building Systems, LLC

Batesville, MS 38606

Phone: (662) 563-4574 ext. 265

Fax: (662) 578-9485

Email: marsha.williams@acibuildingsystems.com

Welsch Redi-Mix

4243 166th Street

Oak Forest, IL. 60452

Phone: 815-469-8432

Contact : Karrie Schuler

Email: kschuler@welschrm.com

Letters of Recommendation



July 15, 2016

To Whom It May Concern:

Orland Township has had the pleasure of working with Jeff Graefen and his construction firm Graefen Development, Inc. We offer this letter as an expression of our confidence in their knowledge, expertise and capability.

Mr. Graefen recently managed the renovation and major expansion of the Orland Township Food Pantry, which provides emergency food to residents in need of immediate assistance. His competency and attention to detail ensured the project was completed on time and under budget – producing significant cost savings for the taxpayers of Orland Township, which serves the Illinois communities of Orland Park, Tinley Park and Orland Hills, as well as the bordering unincorporated areas.

Mr. Graefen brought to this project an extensive understanding of construction practices, a determination to promptly address challenges as they arose, and a collaborative approach. When we asked questions, he answered them. And when we offered suggestions, he thoughtfully considered them. His honesty and steady hand put our team at ease and made the act of tripling the Food Pantry's capacity, while also expanding and updating the surrounding parking lots, far more manageable.

When that undertaking was complete, we were happy to hire Graefen Development to handle additional interior and exterior improvements of our facilities.

We are pleased to recommend Jeff Graefen and Graefen Development. If I may answer any questions about our experience working with Mr. Graefen and his firm, please do not hesitate to contact me at (708) 403-4222.

Sincerely,

Paul O'Grady
Township Supervisor

**FRANKFORT
SQUARE**



P A R K

D I S T R I C T

7540 W. BRAEMAR LANE
FRANKFORT, IL 60423

815-469-3524

www.fspcd.org



To Whom It May Concern:

As Executive Director of the Frankfort Square Park District for the past 29 years, it is my distinct privilege to provide reference on behalf of Jeff Graefen, Graefen Development, Inc.

Jeff has served as construction manager on numerous projects for the park district, most recently including:

- Island Prairie Park Nature Center & Greenhouse (an Illinois Environmental Protection Association/Chicago Wilderness award winning project)
- South Suburban Special Recreation Association maintenance facility
- Brookside Bayou & Community Gardens Park development
- Square Links Golf Course & Driving Range kitchen renovations (currently underway)

Always available, forward-thinking, and exceptional problem solving skills have proved an invaluable resource, with Jeff providing an ever-professional presence on a multitude of purchasing, contractor, engineering, and construction issues.

Jeff Graefen provides the same quality service whether the project has a large scale budget, or is a small scale renovation.

The park district has been nationally recognized, and resident approval of our services and facilities routinely exceeds 90% overall satisfaction. Key to this success is the ability to secure professional service providers who have personal interest in our community.

Jeff typifies this attitude of support for our community, and I willingly recommend to others the benefit his service can provide.

Sincerely,

Jim Randall
Executive Director

JR:lm



2627 E. 139th Street
Burnham, IL 60633
Phone (708) 868-0059
Fax (708) 868-0039

February 22, 2012

Whom It May Concern:

It is my privilege to provide an excellent recommendation for Jeff Graefen and Graefen Development Inc.

Graefen Development has provided ground up "turnkey" construction services for us on multi-million dollar projects throughout the country over the past 10 years. These include the corporate office for Mr. Bult's Inc. and multiple new maintenance facilities for our trucking operations. Graefen has also performed a number of renovations and additions to existing facilities.

In projects unrelated to MBI, Graefen Development has performed work at my general aviation airfield, Bult Field. At that facility, they built 144 airplane hangars (9 separate buildings) in unincorporated Will County, Illinois.


Graefen Development also built the terminal facility, a very complex project constructed of timbers that boasts a ski lodge or church design. The terminal facility includes offices, meeting areas, fitness center and overnight lodging.

My experience with Jeff has led to a long relationship built upon trust and integrity. Graefen Development has also proved to be a valuable resource for any construction, permitting and engineering situations.

I have used other building contractors and have not been satisfied with them. This included a Chrysler, Dodge and Jeep dealership in Peotone, Illinois. Had Jeff performed the project for us, it would have been completed in a much timelier manner with minimal cost overruns while still producing a quality structure in keeping with Chrysler standards.

Graefen Development has always put me, the customer, as a number one priority. In short I would highly recommend Graefen Development. You can be certain that as we have additional building needs, Jeff will be the "go to" contractor to complete them for us.

Sincerely,



James A. Bult
CEO



Sharn Enterprises, Inc.

22749 Citation Road
Frankfort, Illinois 60423

phone: 815.464.9715 • fax: 815.464.9725

www.sharndisplays.com

To whom it may concern:

As President of Sharn Enterprises, it is my privilege to tell you of my experiences working with Jeff Graefen and Graefen Development, Inc.

I have purchased two buildings from Graefen Development. That should tell you something right there! The first was a "spec building" back in 2004. I found this building construction to be first quality and priced right, so I made the investment. We held that building for almost 4 years and then sold it because our business was growing.

In 2007 I felt a need to expand my business. This time I went again to Graefen Development because I had been completely satisfied with our previous relationship. Now I planned to build a 24,000 square foot facility from the ground up. Since I had never undertaken anything like that before, I wanted to go to someone that I trusted and had complete confidence in. That's when I went to Graefen Development.

From the beginning of the project, I received critical information and support that allowed us to make the proper decisions to build a building that would completely satisfy our requirements, while all along staying within our budget. This didn't end with the sale. After we moved in, Jeff and his group continued to support us as we decided to make minor changes and improvements. There was nothing that we asked him for that he wouldn't do, and he did it when we needed to have it done.

Jeff is extremely knowledgeable and a pleasure to work with. Based on my previous experience with his company, I heartily recommend Graefen Development. If our business continues to grow, and I have further need for expansion, there is no doubt that I will turn to Jeff and Graefen Development for his expertise and professionalism.

Sincerely,

Roger A. Wandersee

President



MILLER BROS.
ENGRAVING CO.

PROFESSIONAL ENGRAVED STATIONERY SINCE 1920

9100 GULFSTREAM ROAD
FRANKFORT, ILLINOIS 60423 USA
TEL 815 469 7200 FAX 815 469 7202
MILLERBROSENGRAVING.COM

December 4, 2011

Mr. Jeff Graefen
President
Graefen Development Corp.
9219 Corsair Road
Frankfort, Illinois 60423

Dear Jeff,

It is not often I am compelled to make time to draft such a letter, but felt a strong desire to communicate with you.

Miller Bros. has seen and experienced special challenges over our 92 years of operations as one of the top manufacturing firms in our industry in America. Without question though, one of the best investments we have made as a firm was to hire and retain Graefen Development to design, engineer and construct our new Frankfort Manufacturing Facility for Miller Bros. Engraving.

Your attention to detail, engineering knowledge, and ability to produce on time and on budget, set you apart from all others during our interviewing process.

Our facility is recognized as one of the finest in our industry, nationwide serving as a valuable sales and marketing vehicle when we entertain clients, as well as, prospective clients onsite tours.

Just wanted to say "Thank You".

Sincerely,

A handwritten signature in cursive script that reads "Glen V. Follis".

Glen V. Follis
President & CEO
Miller Bros. Engraving Co.

GVF:fm



MOKENA COMMUNITY PARK DISTRICT

10925 LA PORTE ROAD, MOKENA, ILLINOIS 60448-1638

"PLANNING FOR THE FUTURE"

May 7, 2010

Mr. Jeff Graefen
Graefen Development, Inc.
9219 Corsair Rd.
Frankfort, IL 60423

Dear Jeff:

Please find enclosed your Performance Bond for the Main Park pavilion project, which you recently completed.

We were very pleased with the quality of your work and look forward to having the opportunity to work with you again in the future.

Sincerely,

Connie Eskoff
Executive Director

ce:mj

Enclosure

Project Specific Management Team

5

Management Team:

Jeff Graefen -President –

Jeff will coordinate bid assembly and review project documents to determine general and special requirements. He will review contract documents to determine scope and conditions then assemble proposed bidder's list and distribute invitations to bid to relevant trade contractors. Then, he will contact major/local bidders to develop interest and confirm the scope of bids. Once the bids are assembled and reviewed, he will perform value engineering analysis.

B.A.

M.B.A.

Adjunct Professor - Keller Graduate School of Business instructing M.B.A. finance sequence

Alliance Bank Board Director (former)

Archer Bank Board Director (former)

Brian Benfield -Project Manager-

Brian will exercise primary responsibility for all phases of the project. This includes scheduling, awarding trade contracts, expediting, reviewing shop drawings and submittals, and securing permits. He will be stationed on-site and spend all of his time on this project. During the construction phase he will have complete site responsibility for the project and field coordination as well as management of programs for quality assurance. Brian will report to Glenn Chudacoff and Jeff Graefen.

Rob Glas-Assistant Project Manager-

Rob will be stationed on-site and allocate his time assisting Brian Benfield during the construction phase and will manage field coordination as well as management of programs for quality assurance.

Glenn Chudacoff-Director of Development-

Glenn's focus is on business development and contract negotiations with both suppliers and sub-contractors. Glenn has worked in the real estate development and facility management industry for over 30 years. During his career, he has built over 100 facilities with a value exceeding \$200 million. Glenn will be responsible for interfacing with the owner and contractors. Glenn graduated from Tulane University and has a wealth of architectural planning knowledge.

B.S. Tulane University

Statement of Recently Completed Projects

Graefen Development

1/1/2017

Graefen Development

**Recent Projects
Statement of Experience**

Owner	Recent Projects	Contact	Phone	Email
The Scoular Company	Largest Soybean Processing Facility in North America	Theron Kuhn	402-449-1431	tkuhn@scoular.com
Voho Truck Dealer	Champaign Illinois Truck Dealer	Jan Nussbaum	309-452-8392	jnussbaum@cittrucks.com
Crossroads Building Supply	Multiple Projects Building Supply Company	Carlo Cannonito	708-420-9144	Carlo@crossroadsbuildingssupply.com
Richards Building Supply	Multiple Projects Building Supply Company	John DeRoche	630-689-7516	john@crossroadsbuildingssupply.com
GH Cranes	New Crane Facility	John O'Toole	708-408-2838	otoole@gha.com
Family Martial Arts Center	New Martial Arts Center	Krista Danielewicz	815-469-0220	krastankwondob@gmail.com
Tinley Park Park District	Historic Landmark Church Siding Project	John Curran Director of Parks	708-342-4215	john.curran@tinleyparkdistrict.org
Orland Township Administration Renovation	Municipal Project	Mary Hastings	708-403-4222	MaryH@orlandtownship.org
Tinley Park Library	Library Pavilion	Richard Wolf	708-845-5718	RWolf@tinleypark.org
Roma Sports Club	Indoor Sports Facility	Steve Rotondi	815-469-7862	strot@romasportsclub.com
Kenworth Truck	Truck Dealership Addition/Remodel	Jan Nussbaum	309-452-8392	jnussbaum@cittrucks.com
North Shore Sanitary District	Office Remodel	Bill Stoltz	847-623-6060	BStoltz@northshoresanitary.org
Village of Mokena	Waste Water Treatment Expansion	Paul Pearson	708-479-3900	ppearson@villageofmokena.org
North Riverside Park Mall/Johnson Controls	Windsor Fashions Retail Store	Glenn Lindholm	(708) 442-7605	Glenn.Lindholm@jca.com
Tinley Park Park District	Tony Beltenhausen Recreation Center	John Curran Director of Parks	708-342-4215	john.curran@tinleyparkdistrict.org
Village of University Park	Hickok Pedestrian Bridge	Ernst Roberts/Robinson Engineering		eroberts@reid.com
Mr. Bull's Inc.	New Corporate Headquarters	Jim Bull	708-243-9817	jim.bull@mbbulls.com
Central Illinois Truck Inc.	New Kenworth Truck Dealer	Erick Miner	309-287-7146	eminer@cittrucks.com
Frankfort Square Park District	Square Links Golf Course Restaurant	Jim Randall	815-693-2093	jrandall@fsdp.org
Metropolitan Water Reclamation District of Chicago	Water Reclamation Building	Kevin Kall	773-256-3505	Kevin.Kall@mwrd.org
Oak Forest Park District	El Momo Park Project	Cindy Grannan	708-687-7270	cgrannan@oakforestparks.org
Frankfort Sq. Park District	Brookside Bayou Park	Jim Randall	815-469-3524	jrandall@fsdp.org
Tinley Park Park District	Memorial Park Concession Restrooms	John Curran Director of Parks	708-342-4215	john.curran@tinleyparkdistrict.org
Stratford Square Mall/Urban Retail Properties	Round 1/ Brunswick Bowl	Allison Maxwell White	(312) 915-3818	maxwella@UrbanRetail.com
MBI Nashville	New Industrial Facility	Jim Bull	708-243-9817	jim.bull@mbbulls.com
Miller Bros. Engraving	New Commercial Manufacturing Facility	Glen Follis	815-469-7200	gfolis@millerbrosengraving.com
South Suburban Special Recreation Association	Bus Facility	Janet Porter	815-806-0384	jporter@ssra.org
Frankfort Sq. Park District	Island Prairie Nature Center	Jim Randall	815-469-3524	jrandall@fsdp.org
Archer Bank	New Bank Facility	John Kubas	773-495-9427	jkubas@metrobankgroup.com
Bull Field Regional Airport Terminal Building	Airport Terminal Building	Jim Bull	708-243-9817	jim.bull@mbbulls.com
Alligance Community Bank	New Bank Facility	John Kubas	773-495-9427	jkubas@metrobankgroup.com
Alligance Commercial Building	Retail Center	John Kubas	773-495-9427	jkubas@metrobankgroup.com
Sham Enterprises	New Commercial Manufacturing Facility	Roger Wandersee	312-816-3201	rogeraw@shamdisplays.com
Tinley Park Park District	New Maintenance Facility/Park District	John Curran Director of Parks	708-342-4215	john.curran@tinleyparkdistrict.org
MBI	New Office Building-Corporate	Jim Bull	708-243-9817	jim.bull@mbbulls.com
Compacomatic	New Municipal Facility	Brian Benfield	708-710-8887	compacomatic@aol.com
Bull Field Regional Airport	New Multi-Unit Airplane Hangers	Jim Bull	708-243-9817	jim.bull@mbbulls.com
Fey & Graefen Industrial Park/Airport Industrial Park	140 Acre Industrial Park/45+ Facilities	Company owned		
Performance Chemical	Distribution Facility	John Stater	708-774-0946	
A. Finkl Steel	New Overhead Crane Building for Steel Plant	Marty Finerty	773-230-5423	
The Great American Bagel	Food Processing Plant	Wayne Flatley	630-605-5400	
A. Finkl Steel	Steel Slag Process Facility	Marty Finerty	773-230-5423	
Mutual Development	New Commercial Facility	Ron Coco	708-822-4201	
Evergreen Park Elementary School #124	New School Facility	Bill Smith Director of Building	708-423-0950	
Evergreen Park Elementary School #125	Various interior school project	Bill Smith Director of Building	708-423-0951	
Precision Conveyor	New Commercial Manufacturing Facility	Chuck Reis	708-717-5422	
C. Graefen Excavating	New Industrial Facility	Scott Graefen	708-878-7470	
Voyager Sales	New Commercial Manufacturing Facility			
Express Solutions	New Retail Facility			
Abbey Real Estate	New Transportation Facility			
Younker Media	New Commercial Facility	Brian Younker	708-878-8323	
Y and D Maintenance	New Commercial Facility	Brian Younker	708-878-8323	
Don's Trucking	New Commercial Facility	Buzz Homerding	708-280-4111	
Kucaala Plumbing	New Transportation Facility	John Kucaala	708-243-6934	
R.D. Masonry	New Commercial Facility	Rick Devine	815-806-1480	
Savirino LTD	New Commercial Manufacturing Facility			
Landscape Associates	New Commercial Manufacturing Facility			
Orland Machine and Tool LLC	New Commercial Manufacturing Facility			
Directional Solutions	New Commercial Manufacturing Facility	Randy Miknut	630-675-1309	
Architectural Sealants	New Commercial Manufacturing Facility	Tom Best	815-464-5280	
Michael J. Rosian Supply LLC	New Commercial Manufacturing Facility			
Signature Brass	New Commercial Manufacturing Facility	Suringer Gondal	815-464-5065	
Dallon Bros.	New Commercial Manufacturing Facility	Tom Dallon	815-806-1650	
MBI Bumham addition	New Industrial Facility	Tony Schmidt Manager	708-868-0059	
Rage Inc.	New Industrial Facility			
G and S Trailer	New Distribution Facility			
Yellow Bird Products	New Municipal Facility	Bob Shirley	815-469-9686	
Specialty Lighting Inc.	New Commercial Manufacturing Facility	Darrell Clarke	815-469-0234	
Classic Development LLC	New Commercial Facility	Don Bergman	312-208-7070	
Demas Concrete Inc.	New Commercial Facility			
Classic Shower Door and Mirror	New Industrial Facility	Matt McMaster	708-945-9152	
C&E Heating	New Industrial Facility	Larry Stevens	708-878-2601	
K.F. Kemigan Inc.	New Industrial Facility	Kevin Kemigan	815-693-6717	
S & R Precision	New Industrial Facility	Al Redmond	815-469-6544	
Joy Buddig	New Commercial Manufacturing Facility	Joy Buddig	815-469-3827	
Excel Building Management	New Commercial Facility	Phil Benton	815-464-5550	
GH Cranes	New Industrial Facility	John O'Toole	815-277-5328	
Tri-Con Properties	Multi-Tenant Commercial Building	Steve Montgomery	815-941-0700	
Peak Truck Repair	Commercial Truck Repair Facility			
Machining Technology	New Municipal Facility	Tom Guimont	630-606-4278	
MBI Automatic Truck Wash	New Semi-Truck Wash Bay	Jim Bull	708-243-9817	



Tinley Park Park District Bettenhausen Center





Tinley Park Park District Bettenhausen Center





The Scoular Company- The largest soybean cleansing facility in North America with complete automation.



Kenworth Truck Dealer in Mokena, IL. under construction. 42,000 sq.



Kenworth Truck Dealer in Mokena, IL. under construction. 42,000 sq.



Brookside Bayou Park-Tinley Park-Frankfort Square Park District



A.Finkl Steel Process Facility Chicago IL.



Bult Field Terminal Building Monee IL.



Bult Field Terminal Building Monee IL.



Bult Field Terminal Building Monee IL.



Bult Field Terminal Building Monee IL.



Bult Field Airport Nested "T" Hanger Project



Frankfort Square Park District Nature Center



Allegiance Community Bank-Mokena IL.



Allegiance Retail Center Mokena IL.



Tinley Park Park District Maintenance Facility



Bult Field Jet Hanger #2



Bult Field Jet Hanger #1

Preconstruction Services/Bid Document Development/Bidding
Process

Pre-Construction Services Proposed

Before a project goes to bid, Graefen Development will prepare a project cost.

1. Our budgeting team will establish true costs based upon historical and current market conditions.
2. Graefen Development will work extensively with the owner and architect prior to construction to identify any cost savings by value engineering the project.
3. Graefen Development will work extensively with architect and the owner prior to construction to build a budget
4. Graefen Development will also invite our regular sub-contractors that we have been using for years. We will also encourage these sub-contractors to give the best quality work and aggressive pricing to create continuity for your project.
5. Build a master schedule
6. Advise the Architect during preparation of final working drawings as to availability and pricing of materials.
7. Perform Value Engineering analyses and evaluate cost impact of alternate ideas.
8. Recommend insurance limits with the Owner.
9. Pre-Permit review with the Building Department and Fire Department to avoid permit delays.
10. Plan and implement on-site pre-bid conferences.
11. Review and establish reporting procedures required by the Owner.
12. Analyze contract documents and drawings being prepared by the Architect. Assess discrepancies (if any) and correct with the architect. Recommend to the Architect and the Owner unit pricing and allowance(s) for inclusion in the final documents.
13. Generate checklist as a team with Owner, Architect and Engineer.
14. Please accept a sample form of what we can provide the owner in the bidding process on the next page.

Instructions to Bidders (reference only sample)

OWNER

Village of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, IL. 60477

ARCHITECT

TBD

CONSTRUCTION MANAGER

Graefen Development Inc.
22774 Citation Rd.
Frankfort, IL. 60423
Phone: 815/464-7090
Fax: 815/464-2498

SECTION 00100 – ADVERTISEMENT FOR BIDS Village Of Tinley Park
Expansion SAMPLE
DESCRIPTION

1. THE _____, Illinois, hereinafter referred to as the OWNER requests sealed, single lump-sum proposals for:

Job Number _____

According to the Contract Documents prepared by TBD Architect Contact JEFF GRAEFEN JEFF@GRAEFENDEVELOPMENT.COM 815-464-7090 hereinafter referred to as the CONSTRUCTION MANAGER.

CONTRACT DOCUMENTS

2. Contract Documents may be examined on or after _____ at the office of the ARCHITECT during normal office hours, or at the following plan rooms:
A. Digital Blue
8200 West 185th St.
Tinley Park, Il. 60477
Phone 708-429-6500
3. Contract Documents may be obtained at the office of the Digital Blue on or after April 28, 2017 by depositing a check in the amount of \$100 per set, payable to the Village of Tinley Park. Deposits will be returned to Bidders who submit a bonafide bid and return the Documents in good condition within ten (10) days after the bid opening date.

BID DUE DATE

4. Proposals will be received by the OWNER in accordance with the following:
PLACE: _____

TIME: No later than _____ P.M. LOCAL TIME, _____

BID OPENING

5. Proposals will be publicly opened and read aloud commencing at July 15, 2017 2:00 P.M. LOCAL TIME,. Action on said proposals will be taken by the OWNER at a later date, at a regular, adjourned, or special meeting of the Board.

LATE BIDS

1. All proposals received after the hereinbefore-stipulated time and date will be rejected and/or not be accepted and will be returned to the Bidder unopened, at the option of the OWNER.

BY ORDER OF THE _____

END OF SECTION 00100

Invitation to Bid

The Village of Tinley Park will receive sealed bids on the following bid packages for:

Village of Tinley Park

Bids shall be submitted in an opaque sealed envelope addressed to:

Village of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, IL. 60477

Bid Package No.

The lump sum bids will be received until opened and read aloud, at the Administrative Offices mentioned above on Thursday, July 15, 2017 at 2:00 p.m., on the following bid packages:

- 1 Excavation
- 2 Concrete
- 3 Asphalt Paving
- 4 Structural Precast Concrete
- 5 Miscellaneous Metals
- 6 Masonry
- 7 General Trades
- 8 Roofing
- 9 Glass
- 10 Painting
- 11 Fire Protection
- 12 Site Plumbing
- 13 Building Plumbing
- 14 HVAC
- 15 Electrical

The following contract documents are included as part of this invitation to bid:

- | | |
|----------------------------------|---------------------------------------|
| A) Invitation to Bid | G) Sexual Harassment Statement |
| B) Instruction to Bidders | H) Drug Free Workplace |
| C) Scope of Work per Bid Package | I) Statement on Bid Riggings |
| D) Construction Schedule * | J) Project Manual (Specifications) |
| E) Bid Form | K) Drawings |
| F) Company Statement (AIA A305) | L) Safety Regulation Article 7 and 19 |

Note: All blanks in bid form must be filled in. Also for bid opening, only the Bid Form, Company Statement, Sexual Harassment Statement, Drug Free Work Place Act, Statement on Bid Riggings and Bid Bond need to be turned in.

Bid security in the form of a bid bond, cashier's check or certified check in an amount equal to 10% of the base bid amount shall be submitted with the bid. Contract security in form acceptable with Owner (per specification).

Note: Contractors whose bids are less the \$10,000.00 (Ten Thousand Dollars) will not be required to provide a performance bond.

Contact people are as follows: **For Reference Sample Only**

GRAEFEN DEVELOPMENT

22774 Citation RD

FRANKFORT, IL. 60423

The VILLAGE OF TINLEY PARK reserves the right to reject any or all bids or parts thereof, to waive any irregularities or informalities in bidding procedures and to award the contract in a manner best serving the interest to the Owner.

All bidders must comply with applicable Illinois law requiring the payment of prevailing wages by all contractors working on publicly funded projects and bidders must comply with Illinois Statutory requirements regarding labor including equal employment opportunity laws.

Bidding documents are on file for review at Digital Blue, Inc., 8200 West 185th St., Suite L, Tinley Park, IL 60477. Bidders can obtain one (1) complete bid set, consisting of one (1) set of drawings and one (1) project manual, upon receipt of a \$100.00 refundable deposit, (make check payable to VILLAGE OF TINLEY PARK) at Digital Blue, Inc., 8200 West 185th St., Suite L, Tinley Park, IL 60477 (708)429-6500.

Call ahead to make arrangements to pick plans.

The Owner has selected Graefen Development, Inc. as the Construction Manager for this project. Bids are being taken by the Village of Tinley Park from individual Prime Contractors as outlined in the Bid Package Scope of Work. Delete all reference to General Contractor (should there be any) in the bid documents and insert Prime Contractor as may apply.

The services provided by Graefen Development, Inc. are as follows:

1. Full-time on-site superintendent to manage the projects.
2. Temporary field office for.
3. Sanitation (portable toilets).
4. Provide Refuse Dumpsters

The services provided by the Owner are as follows:

1. Temporary water.
2. Energy consumed for temporary electric and gas for temporary heat (if required).
3. Testing/Laboratory Services.

Scope of Work as Defined by Bid Package

GENERAL NOTE!

The following list of items is also the responsibility of each and every Prime Contractor in addition to their scope of work.

1. Provide all work and materials in compliance with drawings and specifications.
2. Provide all necessary appurtenances to comply with OSHA rules and regulations, including Graefen Development Safety Program, attached hereto. This includes all required hazard communication data sheets. Trade Contractors shall repair, replace and restore any barricade, railing, platform, cover or sign removed to perform work and provide the necessary safety precautions while hazard is exposed.
3. Responsibility for utility locations.
4. Attend project coordination meetings required per Graefen Development. Cooperation with Owner, Construction Manager or other Trade Contractors is mandatory for all Trade Contractors.
5. Architect, Owner and Graefen Development as additional insured on insurance certificate.
6. Provide own layout work and as-built drawings.
7. Cleanup of all rubbish and debris to dumpsters. If cleanup is not performed on a daily basis to the satisfaction of the Owner and Construction Manager, the Trade Contractor will accept back charges to have the work done by others. Some trades are to remove debris off site, with their dumpsters. (See various Scopes).
8. Notification for all inspections to governing authorities as required by pertinent trade.
9. Bid Bond, Performance and Payment Bond and required insurance.
10. Shop drawings and submittals as required.
11. Adequate supervision for work being performed.

Bid Package 1 – Building Excavation

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 2, 02070,02110,02200,02513, and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet.

The scope of work for this bid package includes but is not limited to:

BUILDING EXCAVATION

1. Furnish the labor, material, equipment, and the supervision to excavate for all footings, foundations, pier pads, wing walls, slab on grade, and sign base. Provide dewatering during all excavation. Strip topsoil as required.
2. Furnish and install backfill for foundations using specified materials for the particular areas to be backfilled as specified and shown. Backfill interior foundation to required grade prior to installation of interior underground plumbing by plumbing contractor.
3. Furnish and install granular fill and compaction for all slab on grade areas.
4. Furnish all granular fill and compaction for sidewalks, curbs, stoops, approaches, pads, and sign base.
5. Removal from site of all excess spoils from excavation.
6. Subgrade perimeter of building after all trades are complete and remove existing asphalt, subgrade for parking area/ curb+ or - .10 foot. Rough final grade with existing topsoil as indicated on print.
7. Provide professional surveyor layout for your work.
8. Provide all necessary safety appurtenances to comply with OSHA rules and regulations. This includes hazard communication data sheets.
9. Provide alternate pricing for additional parking area. This will include removing existing asphalt after installation of precast structure. Subgrade for curbing, subgrading for curb and asphalt + or - .10 foot.
10. Include an \$25,000.00 allowance for undercutting of unsuitable soil and replace with granular fill.

End of Bid Package No. 1

Bid Package 2 -- Building Concrete and Site Concrete

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 2, 02070,02110,02200,02513,02514,02820,02842,03310,03320, and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet.

The scope of work for this bid package includes but is not limited to:

1. Furnish and install all curbs, walks, approaches and exterior pads.
2. Furnish and install all reinforcing bars, wire mesh slab reinforcing, dovetail slots, dowels, vapor barrier, waterstop and all other related items as specified and shown.
3. Furnish and install complete building foundation systems, slab on grade, precast topping, stair pan fill and all other concrete work as shown or specified.
4. Provide all block outs in forms for pipes, ducts, etc., as required for other trades.
5. Furnish and install all foundation and slab insulation as shown and specified.
6. Provide dewatering of excavations and removal of muck or softened earth.
7. Install, compact, and fine grade all granular fill at all sidewalks, curbs, approaches and exterior pads. Walks will not be placed until all exterior building construction has been completed.
8. Install anchor bolts and setting plates furnished by others. Grout all setting plates as required. Provide certified anchor bolt survey prepared by professional surveyor.
9. Fine grade all granular fill for slab on grade areas.
10. Furnish and install metal deck concrete fill as indicated.
11. Include slab curing methods, per the specification.
12. All other work specified, shown, or required to provide a complete building footing system, foundation system, slab system, concrete topping system, sidewalk system, curb system, and all other items of concrete as specified and shown.
13. Provide As-Built Drawings.
14. Include an allowance of \$5,000.00 for concrete equipment housekeeping pads. Transformer pad and concrete light bases will be by the electrician. Fence footing will be by the fence contractor
15. Provide alternate pricing for concrete curbing and concrete sitework for additional parking area and related areas.

End of Bid Package No. 2

Bid Package 3 – Asphalt Paving

The specification sections that apply to this bid package are, but no necessarily limited to:

All of Division 2, and 02513

The drawings, which apply to this bid package, are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

1. Furnish the labor, material, equipment, and the supervision to complete the Bituminous Asphalt Paving work in strict accordance with the plans and specifications.
2. Prepare subgrade to receive base course.
3. Furnish and install granular sub-base.
4. Prime sub-base and furnish and install binder and surface course.
5. Furnish and install Handicap signs.
6. Furnish and install striping and painted symbols.
7. Proof roll all areas prior to stone placement. Proof roll stone base prior to asphalt placement.
8. This scope of work includes hand grading as necessary to complete the work.
9. The excavation subcontractor will excavate to the asphalt paving subbase elevation to within \pm .10 feet. It is the paving contractor's responsibility to final grade prior to the installation of stone.
10. It is this contractor's responsibility to provide traffic control and barricades during the work.
11. This contractor must sweep the binder prior to placement of the surface course unless performed immediately after.
12. Furnish and install any saw cutting required to make a smooth transition.
13. This contractor is responsible for street cleaning adjacent roads which become soiled during the paving operation.
14. Provide Alternate Pricing per plan for installing additional parking area. Concrete and excavation will be performed as alternate under bid package 1 and 2.

End of Bid Package No. 3

Bid Package 4 – Structural Precast Concrete

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 1, 03410,03450 and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

1. Furnish the labor, material, equipment, and the supervision to complete the precast concrete building system and floor planks.
2. Grouting and caulking/joint sealing of wall panels as specified and shown.
3. Provide all shoring and bracing of own work.
4. Provide painting of wall panels per plans.
5. Include preparation and box-outs and mechanical penetrations over 4” in diameter.
6. Furnish all other items specified or shown to provide a complete systems.
7. Provide alternate pricing as required in plan.

End of Bid Package No. 4

Bid Package 5 – Miscellaneous Metals

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 5 and 05210,05320,05500 and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet.

The scope of work for this bid package includes but is not limited to:

1. Furnish the labor, material, equipment, and the supervision to complete all steel joist, steel decking and metal fabrication, metal stairs and railings, handrails, ladders, CMU wall supports, steel channels, bearing plates, steel angles, steel supports and all other related items to provide a complete assembly as shown in architectural drawings.
2. All items shown in the structural drawings are the responsibility of this bid package with the exception of loose lintels.
3. Furnish and deliver all loose lintels as specified in architectural or structural drawings.
4. Provide all shoring and bracing for own work.
5. Furnish only items are lintels for all door and window openings, steel embeds to be built in masonry or cast in concrete.
6. Include in your base bid an allowance of \$5,000.00 for additional metal work as directed by construction manager.
7. Review all alternates as they may pertain to your scope of work

End of Bid Package No. 5

Bid Package 6– Masonry

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 4, Section 04200, and all other related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet.

The scope of work for this bid package includes but is not limited to:

Masonry

1. Furnish the labor, material, equipment, and the supervision to complete all of the masonry for this project in strict accordance with the drawings and specifications, including but not limited to the following: Unit masonry assemblies, Cavity walls, Reinforced Unit masonry assemblies, Masonry cleaning, Grouting frames, Cavity wall insulation, Window Sills, Colored mortar, Masonry anchors, and all other items specified and required to provide a complete system.
2. Furnish and install cavity wall insulation.
3. Provide bracing and/or shoring of work as needed.
4. Grout all frames as required.
5. Protect new work until cured.
6. Furnish and install all reinforcing bars, including vertical and horizontal.
7. Install lintels supplied under misc. metals bid, bearing plates, imbeds, masonry wall ledge angle, elevator steel, mechanical sleeves, and all other items shown or required to be imbedded in masonry supplied by others.
8. Furnish and install anchor bolts for wood grounds/blocking.

Bid Package 7 – General Trades

The specification sections that apply to this bid package are, but not necessarily limited to:

AllofDivision6,8,910,12

06100,08110,08332,08360,08410,08710,08800,09250,09300,09510,09650,09900,10425,10500,10522,10800,12390and all related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet.

The scope of work for this bid package includes but is not limited to:

1. Metal Framing– Furnish the labor, material, equipment, and supervision to complete all metal stud framing work as in accordance with drawings and specifications.
2. Carpentry– Provide labor, material, equipment, and supervision to furnish and install all carpentry related items including but not limited to installation of all hollow metal frames, metal doors, wood doors, finish hardware, access doors, wood blocking; plywood sheathing, miscellaneous framing and sheathing; soffit framing, fascia boards, furring channels, telephone electrical panel backer boards; wood mailers, roof hatch, roof wood blocking, blocking for support of toilet accessories, wall cabinets, and wood trim; miscellaneous wood nailers, furring strips; and all other carpentry related items that are shown and specified to provide a complete package.
3. Insulation– Provide labor, material, equipment, and the supervision to complete all insulation related items including but not limited to batt insulation in exterior wall and ceiling construction; insulation at exterior wall and roof locations; insulation in steel beam webs, interior partition insulation, and all other batt insulation shown and specified to provide a complete system. Items excluded and covered under separate contract are foundation insulation and masonry cavity wall insulation.
4. Exterior Insulation and Finish System Specification– Provide labor, material, equipment, and the supervision to furnish and install all Exterior Insulation and Finish System work as shown.
5. Joint Sealers– Provide labor, material, equipment, and the supervision to complete all joint sealant work as shown in drawings, including but not limited to: hollow metal door frame perimeters, interior and exterior control and expansion joints; drywall to masonry joints, steel to masonry joints, plumbing fixture perimeters; casework/countertop to wall joints, masonry to EIFS joints, and all other conditions as indicated in the drawings or specifications
6. Steel Doors and Frames– Provide labor, material, equipment, and the supervision to furnish and install the steel doors and frames and glass, including but not limited to all fasteners and miscellaneous items required to complete the installation.
7. Wood Doors– Provide labor, material, equipment, and the supervision to install only the flush wood doors and glass including but not limited to all fasteners and miscellaneous items required to complete the installation.

8. Overhead Coiling Grilles– Furnish the labor, material, equipment, and the supervision to furnish and install all overhead coiling grilles as specified for a complete installation.
9. Door Hardware – Provide labor, material, equipment and the supervision to furnish and install the Door Hardware including but not limited to all fasteners and miscellaneous items required to complete the installation. Aluminum Entrances hardware to be furnished and install by Glass Contractor except cylinders which are to be supplied by General Trades Contractor.
10. Ceramic and Vinyl Composite Tile – Furnish the labor, material, equipment, and the supervision to complete the tile work including but not limited to all ceramic, ceramic mosaic, quarry tile floor and wall applications; required joint sealants and all related items to provide a complete system. Normal and customary floor preparation and patching, which includes concrete control joints and transitions, is part of this contract.
11. Carpet– Furnish the labor, equipment, and the supervision to complete the Carpet including but not limited to Carpet, Direct Glued; Accessories; and all other related items to provide a complete installation. Normal and customary floor preparation and patching, which includes concrete control joints and transitions, is part of this contract. Carpet supplied by owner. Sample available upon request.
12. Gypsum Drywall– Provide labor, material, equipment and the supervision to complete the gypsum board assemblies of wall walls, ceilings, soffits, exterior sheathing, including but not limited to gypsum sheathing, glass mat product; gypsum wallboard; and joint treatment and accessories required to provide a complete installation.
13. Acoustical Ceilings– Furnish the labor, material, equipment, and the supervision to complete the suspended acoustical ceilings including but not limited to suspended metal grid ceiling systems; acoustical units; and all related accessories to provide a complete installation.
14. Casework – Provide labor, material, equipment, and the supervision to complete the Casework and Countertops work including but not limited to all plastic laminate casework, shop cabinets, plastic laminate storage units, TV cabinet, coat units with hooks, display cases with glass shelves, glass doors, ½” safety glass, cork boards, display case plywood and hardware and all related items to provide a complete installation.
15. Casework– Provide labor, material, equipment, and the supervision to complete the Solid Polymer Fabrications including but not limited to all vanity tops with backsplashes, window sills, receiving and unloading; storage; caulking; hardware relative to this work; drilling of holes in tops of fixtures and all related items to provide a complete installation.
 - a. Furnish and install wire shelving, standards and brackets with all required hardware.
16. Glass– Provide labor, material, equipment, and the supervision to complete the Aluminum Entrances and Frames including aluminum windows, aluminum framed storefront, aluminum doors and frames, aluminum sidelights or borrowed lights, related glass, related finish door hardware less cylinders, perimeter sealant and all other related items to provide a complete system.

17. Furnish and install all Glazing including but not limited to all Glass; glazing compounds and accessories; interior borrowed lite and door glass; and all related items to provide a complete system.
18. Specialties Provide the labor, material, equipment, and the supervision to complete the Solid Plastic Toilet Partitions; Solid Plastic Shower Compartments; Signs, Metal Lockers with benches; Fire Extinguishers, Floor Mats and Frames. Furnish and install all necessary items, including shop drawings/submittals, fasteners, backing, cutting/patching, layout, coordination, field measurements, and all related items to provide a complete installation for each specified item above.
19. Furnish and install projection screens as specified on drawings.
20. Provide temporary construction locking system for all lock cylinders upon installation of all exterior doors including aluminum doors. Change to permanent locks upon owner occupancy.
21. Provide in your base bid an allowance of \$2,000.00 for temporary enclosures, general safety requirements, and miscellaneous carpentry items as directed by the construction manager.
22. Review all alternates as they may pertain to your scope of work

End of Bid Package No. 7

Bid Package 8 – Roofing

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 7, 07200,07532,07720,07900 and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

1. Furnish the labor, material, equipment, and the supervision to complete the Single Ply Roofing systems including but not limited to insulation; roof membrane, wood blocking base flashings, roof expansion joints, and all related accessories and appurtenances for a complete system. Include sealing any and all roof penetrations required. Coordination and additional trips to patch will be required.
2. Furnish the labor, material, equipment, and the supervision to complete the Roof Accessories which includes the roof hatches and flashing of all other roof opening curbs/pipe box assemblies; roof equipment support curbs; roof curbs, roof platform curbs; pipe roller support curbs; vented roof opening curbs; and all other items required to provide a complete installation.
3. Provide caulking and sealants for own work.
4. Provide continuous bead of sealant at counter flashing/brick joint.
5. Review all alternates as they may pertain to your scope of work

End of Bid Package No. 8

Bid Package 10 – Painting

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 9, 09900, and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

2. Furnish the labor, material, equipment, and the supervision to complete the Paints and Coating work including but not limited to all Surface preparation; Field application of paints, stains, varnishes, and other coatings; in strict accordance with the pain schedule and room finish schedule as specified and detailed on the drawings; and all related items to provide a complete system.
3. Work includes any concrete sealer or hardener on exposed concrete in accordance with the room finish schedule.
4. Included in this scope of work is protection of adjacent surfaces prior to your work.
5. Review all alternates as they may pertain to your scope of work
6. Include in your base bid an allowance of \$1,000.00 for touch up of damage by others, as directed by the construction manager.

End of Bid Package No. 10

Bid Package 11 – Fire Protection

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 15, 15020,15050,15055,15060,15110,15121,15411, and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

1. Furnish the labor, material, equipment, and the supervision to complete the Fire Protection System including but not limited to the following; hydraulically design a complete sprinkler system in accordance with local code requirements; obtain a current flow test before designing the sprinkler systems; System risers with inside control valves, water flow switches, tamper switches, pressure gauges, 2” drains to hub drain and inspectors test connection; and all other related items to provide a complete Fire Protection System for this project.
2. Furnish access doors to the general trades contractor for installation.
3. Furnish and install required Knox-Boxes. Coordinate any electrical requirements with the electrical contractor.
4. It is the responsibility of this contractor to provide coring of concrete, precast, masonry, or any other penetrations required to install your work.
5. It is the responsibility of this contractor to firestop all floor, wall, or roof penetrations in accordance with governing code requirements.
6. Provide shop drawings within three weeks of contract award.
7. Review all alternates as they may pertain to your scope of work.

End of Bid Package No. 11

Bid Package 12 – Site Plumbing

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 2,15, 02666,02720 and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

1. Furnish the labor, material, equipment, and the supervision to provide a complete combined potable-water and fire-protection water service from the city main brought into the building to a point determined on the drawings. The work includes all items specified and shown on the drawings. The work also includes all taps, tap fees, street opening permits and fees, street patching, and all other required approvals.
2. Backfill of all piping and structures will be in strict accordance with specifications.
3. All combined potable water and fire-protection water main work is to be done in strict accordance with the plans and specifications.
4. Furnish the labor, material, equipment, and the supervision to provide a complete sanitary sewerage system from the city main brought into the building to a point determined on the drawings. The work includes all items specified and shown on the drawings. The work also includes all taps, tap fees, street opening permits and fees, street patching, and all other required approvals.
5. Backfill of all piping and structures will be in strict accordance with specifications.
6. All sanitary sewer work is to be done in strict accordance with the plans and specifications.
7. Furnish the labor, material, equipment, and the supervision to provide a complete storm drainage system connected to the existing storm inlet as designated on the drawings. The work includes all items specified and shown on the drawings. The work also includes all permits and fees, and all other required approvals.
8. Backfill of all piping and structures will be in strict accordance with specifications.
9. All storm sewer work is to be done in strict accordance with the plans and specifications.
Downspout boots are to be included along with all related underground piping as shown.
10. Protection of all water main, sanitary and storm structures are part of this scope of work. All protection to be done in accordance with the plans and specifications.
11. All required testing, certifications, and all other approvals are part of this scope of work.
12. Dewatering during this phase of work is part of this scope of work.

13. Granular backfill is required under all concrete slabs, sidewalks, curbs, and paved areas.
14. Saw cut pavement, sidewalk, and drives as required. Provide restoration to original condition as required.
15. It is the contractor's responsibility to sweep adjacent roads soiled during the operation of this work.
16. All excess spoils are to be removed and disposed of site as part of this contract.
17. Provide alternate pricing for additional parking lot per plan.

End of Bid Package No. 12

Bid Package 13 – Building Plumbing

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 15,
15020, 15050, 15055, 15060, 15075, 15075, 15080, 15110, 15121, 15183, 15411, 15420, 15430, 15440, 15481,
15486, and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

1. Furnish the labor, material, equipment, and the supervision to complete the building plumbing work including but not limited to all domestic and cold water systems; domestic water main extension and water meter; excavation and backfill; plumbing fixtures; soil waste and vent systems; storm water system; gutter system, compressed air piping chemical-waste piping systems; interlocking wiring specified as factory-installed is work of this section; and all other related work required to provide a complete plumbing system for this project in compliance with the plans, specifications, and all applicable codes.
2. Interior trench spoils are to be removed from the building foundation and hauled off site. All interior and exterior trenches under slab will be backfilled with stone up to sub-grade by this contractor. Excavation contractor will backfill interior foundation to required grade prior to installation of interior underground plumbing by plumbing contractor. Plumbing contractor will supply all stone to backfill interior trenches and replace/restore interior backfill as it was left by excavation contractor.
3. It is the responsibility of this contractor to provide coring of concrete, precast, masonry, or any other penetrations required to install your work.
4. It is the responsibility of this contractor to firestop all floor, wall, or roof penetrations in accordance with governing code requirements.
5. New fixtures as scheduled, furnish access doors to the general trades contractor for installation.
6. Insulation and pipe covering is this contractors responsibility.
7. Furnish and install roof drains and associated piping. Sump pans will be provided with metal deck work.
8. Plumbing work includes all control and interlocking conduit and wiring required for the plumbing systems/equipment.
9. This contract includes domestic water heaters; domestic hot water system expansion tanks; domestic water recirculation pumps; sump pumps and associated piping system; High-Low type thermostatic mixing valves; Grease catch basin and associated piping systems; and all other equipment specified and shown to provide a complete system.

10. Provide shop drawings.
11. Provide foundation sleeves or coring for piping through the foundation.
12. Review all alternates as they may pertain to your scope of work.

End of Bid Package No. 13

Bid Package 14 – HVAC

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 15,
15020,15050,15060,15075,15080,15080,15183,15194,15530,15542,15543,15550,15671,
15815,15820,15838,15855,15990 and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

1. Provide labor, material, equipment, and the supervision to install a complete HVAC system per prints.
2. Provide labor, material, equipment, and the supervision to complete the Ventilation work and associated accessories to provide a complete system and infrared heat units and all associated work and accessories to provide a complete system.
3. Provide labor, material, equipment, and the supervision to complete the Roof Top Units as specified and all associated work and accessories to provide complete systems.
4. Provide labor, material, equipment, and the supervision to complete the Temperature Control work including but not limited to all required conduit, wiring, devices and all other items specified and shown to provide complete systems.
5. Provide labor, material, equipment, and the supervision to complete the Air Systems Testing, Adjusting, and Balancing of all air systems including but not limited to Supply air systems including setting of VAV box maximums and minimums and setting VAV tracking controls; Return air systems; Exhaust air systems; and all other testing, adjusting, and balancing specified and required to provide operational system in accordance with requirements of these documents and code. All Testing and Balancing performed under this contractor.
6. Furnish and install louvers and vents.
7. Furnish and install pipe covering and insulation.
8. Furnish and install all Gas Piping Systems.
9. Furnish and install roof curbs/supports for your equipment or piping.
10. Including construction filters and regular/preventative maintenance of permanent HVAC equipment used during the construction.
11. Work includes all excavation and backfill for under slab heating and gas lines as indicated. All spoils generated shall be removed from the site by this contractor.
12. The HVAC duct smoke detectors shall be furnished and installed by this contractor.

13. Furnish access doors to the general trade's contractor for installation.
14. It is the responsibility of this contractor to provide coring of concrete, precast, masonry, or any other penetrations required to install your work. This excludes main trunk line openings; these will be coordinated with the precast contractor.
15. It is the responsibility of this contractor to firestop all floor, wall, or roof penetrations in accordance with governing code requirements.
16. Provide shop drawings within three weeks of contract award.
17. Review all alternates as they may pertain to your scope of work.

End of Bid Package No. 14

Bid Package 15 – Electrical

The specification sections that apply to this bid package are, but not necessarily limited to:

All of Division 16,
16050,16060,16080,16120,16130,16140,16145,16210,16410,16420,16442,16491,16511,16521,16590,
16740 and related sections.

The drawings that apply to this bid package are:

- As listed on The Title Sheet

The scope of work for this bid package includes but is not limited to:

1. Furnish all labor, materials, equipment, tools, apparatus, services, for the electrical systems and miscellaneous systems, and all work involved in the furnishing, installing, testing, adjusting, retesting, and readjusting as required to place into approved satisfactory operation the complete electrical systems and miscellaneous systems as shown on the drawings, as specified herein, and as required by construction conditions and as required by applicable codes.
2. Furnish all labor, materials, and equipment and services required for listed sections to install and wire all electrical equipment and devices, including but not limited to all electrical equipment, supports, fittings, conduits, raceways, hardware, wiring devices, junction boxes, outlet boxes, complete with accessories and incidentals in accordance with the drawings and specifications.
3. Furnish the labor, material, equipment, and the supervision to complete the specified grounding systems in accordance with all applicable codes and contract documents. Miscellaneous and special systems shall be properly grounded in accordance with the requirements of each system.
4. Provide labor, material, equipment and supervision for the Electrical Service complete with conduit, cable, and concrete work as shown and required.
5. Furnish all labor, materials, tools, equipment, and services to furnish and install specified Switchboards and Panelboards, including but not limited to all required conduits, cables, metering grounding, housekeeping pads, all miscellaneous and incidental hardware, coordination with all applicable trades, testing, correcting, and retesting, and all final connections for a complete installation ready for operation in conformance to the contract documents and all applicable codes. Provide all required cartage, storage, uncrating, hoisting, and rigging. Installation shall be in conformance with the manufacturer's instructions, wiring diagrams, recommendations, and in conformance to all applicable codes. Provide concrete pads for all switchboards.
Furnish all labor, materials, tools, and equipment to provide specified Enclosed Motor Controllers which includes required motor starter work.
6. Furnish all labor, materials, tools, equipment, and services, including but not limited to all Lighting Fixtures, light fixture assemblies, louvers, support angles, lamps, lenses, ballasts, emergency battery units, conduits, wiring, light switches, fixture supports, channels, hangers, pendants, and all miscellaneous and incidental hardware and final connections for a complete installation ready for operation in conformance with all applicable codes.

7. Furnish all labor, materials, tools, equipment, and services for providing the specified Fire alarm & Detection System complete in place, ready for operation, in conformance to all applicable codes and including but not limited to all electrically supervised system; Multiple addressable peripheral network; Magnetic door holders; On the fire alarm control panel.

Provide labor, material, equipment and the supervision to complete the Telephone System as specified.

8. Finish the labor, material, equipment, and the supervision to complete the Site Lighting work including but not limited to all piping, wire, poles and lights, concrete bases, removal of spoils, stone backfill under all concrete and paving areas, circuiting as required inside of building, and all other work required to provide a complete and functional site lighting system for this project in accordance with the drawings and specifications.
9. Work includes all excavation and backfill for under slab work indicated or required. All spoils generated shall be removed from the site by this contractor.
10. Furnish and install transformer pad.
11. The HVAC duct smoke detectors shall be furnished and installed by this contractor.
12. Furnish access doors to the general trade's contractor for installation.
13. It is the responsibility of this contractor to provide coring of concrete, precast, masonry, or any other penetrations required to install your work.
14. It is the responsibility of this contractor to firestop all floor, wall, or roof penetrations in accordance with governing code requirements.
15. Provide shop drawings within three weeks of contract award.
16. Provide pricing for alternates as they may pertain to your scope of work. Provide alternates on parking lot.

End of Bid Package No. 15

INSTRUCTION TO BIDDERS

Article 1

- 1.1 Bidding documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement or Invitation to Bid, Instructions to Bidders, the bid form, and other sample bidding and contract forms. The proposed Contract Documents consist of Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Project Manual and all other items outlined under the Invitation to Bid and all Addenda issued prior to execution of the Contract.
- 1.2 Definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201 CMA, or in other Contract Documents are applicable to the Bidding Documents.
- 1.3 Addenda are written or graphic instruments issued by the Architect prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications, or corrections.
- 1.4 A Bid is a complete and properly signed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.
- 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.
- 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.
- 1.8 A Bidder is a person or entity who submits a Bid and is considered a prime contractor.

ARTICLE 2

Bidding Documents

- 2.1 The Bidder by making a Bid represents that:
 - 2.1.1 The Bidder has read and understands the Bidding Documents and the Bid is made in accordance therewith.
 - 2.1.2 The Bidder has read and understands the bidding Documents or contract documents, to the extent that such documentation relates to the Work for which the Bid is submitted, for other portions of the Project, if any, being bid concurrently or presently under construction.

2.1.3 The Bidder has visited the site, become familiar with the local conditions under which the Work is to be performed and has correlated the Bidder's personal observations with the requirements of the proposed Contract Documents.

2.1.4 The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.

ARTICLE 3 **Bidding Documents**

4.1.3 Bidders shall use complete sets of Bidding Documents in preparing Bids, neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

1.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the Architect errors, inconsistencies or ambiguities discovered.

1.2.2 Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents make a written request which shall reach the architect at least five days prior to the date for receipt of bids.

1.2.3 Interpretations, corrections and changes of the Bidding Documents will be made by Addendum. Interpretations, correction and changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon them.

3.4 ADDENDA

3.4.1 Addenda will be mailed or delivered to all that are known by the issuing office to have received a complete set of Bidding Documents.

3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on File for that purpose.

3.4.3 No Addenda will be issued later than two days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of bids.

3.4.4 Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

ARTICLE 4 **Bidding Procedures**

1.1 FORM AND STYLE OF BIDS

1.1.1 Bids shall be submitted on bid forms included in the bid package.

- 1.1.2 All blanks on the bid form shall be filled in by typewriter or manually in ink.
- 1.1.3 Where so indicated by the makeup of the bid form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern.
- 1.1.4 Interlineations, alterations and erasures must be initialed by the signer of the Bid.
- 1.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change".
- 1.1.6 The Bidder shall make no additional stipulations on the bid form nor qualify the Bid in any other manner.

1.2 BID SECURITY

- 1.2.1 Each Bid shall be accompanied by a bid security in the form and amount required, pledging that the Bidder will enter into a Contract with the Owner on the terms stated in the Bid and will furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.
- 1.2.2 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until either (a) the Contract has been executed and Contract Security have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn, or (c) all Bids have been rejected.

1.3 SUBMISSION OF BIDS

- 1.3.1 All copies of the Bid, the bid security and other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address and the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope.
- 1.3.2 Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened.
- 1.3.3 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- 1.3.4 Oral, telephonic or telegraphic Bids are invalid and will not receive consideration.

1.4 MODIFICATION OR WITHDRAWAL OF BID

- 1.4.1 A Bid may not be modified, withdrawn, or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and each bidder so agrees in submitting a bid.
- 1.4.2 Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the party receiving Bids at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder or by telegram; if by telegram, written confirmation over the signature of the Bidder shall be mailed and postmarked on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original bid.
- 1.4.3 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these instructions to Bidders.
- 1.4.4 Bid security shall be in amount sufficient for the Bid as modified or resubmitted

ARTICLE 5
Consideration of Bids

6.1 OPENING OF BIDS

- 1.1.1. Unless stated otherwise in the Advertisement or Invitation to Bid, the properly identified Bids received on time will be opened publicly and will be read aloud. An abstract of the Bids will be made available to Bidders.

6.2 REJECTION OF BIDS

- 6.2.1 The Owner shall have the right to reject any or all Bids, reject a Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or reject a Bid that is in any way incomplete or irregular.

6.3 ACCEPTANCE OF BID (AWARD)

- 6.3.1 It is the intent of the Owner to award a Contract to the lowest responsible Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities or irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.
- 6.3.2 The Owner shall have the right to accept alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.
- 6.3.3 It is the Owner's intent to review and award this Contract within 10 days of bid opening with construction starting in accordance with schedule attached and, contracts are signed, Certificates of Insurance and Schedule of Values approved, and Bonds received.

ARTICLE 7
Contract Security

7.1 The bidder shall furnish contract security covering the faithful performance of the Contract and payment of all obligations arising thereunder. Contract security may be secured through the Bidder's usual sources.

3.1.2 The cost of such security shall be included in the Bid.

3.2 TIME OF DELIVERY AND FORM OF CONTRACT SECURITY

7.2.1 The Bidder shall deliver the required contract security to the Owner not later than three days following the date of execution of the Contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such contract security will be furnished and delivered in accordance with this Subparagraph 7.2.1.

7.2.2 Unless otherwise provided, bonds shall be written on AIA Document A311, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.

7.2.3 The bonds shall be dated on or after the date of the Contract.

7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

ARTICLE 8

Form of Agreement between Owner and Contractor

7.1 FORM TO BE USED

8.1.1 Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on AIA Document A101-CMa, 1992 Edition, Standard Form of Agreement Between Owner and Contractor

End of Preconstruction Services Provided

Construction Services/Scheduling/Field Management Processes

Construction Services Provided

1. Beyond coordinating the workflow, we maintain insurance logs, monitor schedules daily, coordinate utility companies, preserve OSHA compliance, and conduct weekly meetings with all parties to achieve a successful project for our client.
2. Graefen Development's construction services proposal includes all items in the attached document labeled "General Conditions".
3. In addition we will provide to the critical path method and weekly scheduling update on progress.
4. This project will be assigned a full time superintendent, project manager, assistant project manager.
5. Obtain the building permit and occupancy certificates.
6. Coordinate the workflow of all trade contractors until project is completed.
7. Manage all trade work until owner's acceptance is achieved.
8. Schedule weekly job meetings attended by the sub- contractors, architect and engineers as well as owner. We have included a sample of a weekly report in this section.
9. Monitor and implement the flow of all project documents and materials to create an integrated streamlined project.
10. Maintain document management including as built documents.
11. Prepare a shop drawing and submittal timeline to ensure the architect will have sufficient time to review.
12. Review all physical samples with the architect and owner for acceptance.
13. Manage workflow for all testing provided by a third party and contracted by the owner. Maintain log of all testing and results.
14. Attached is a sample of the construction schedule that will be supplied and updated weekly throughout construction.

FIELD REPORT #04- SAMPLE

To: Village of Tinley Park

From: Jeff Graefen

Report Date: February 23, 2017

Job No: 203022

Date of Visit: February 6, 2017

Time of Visit: 11:00am

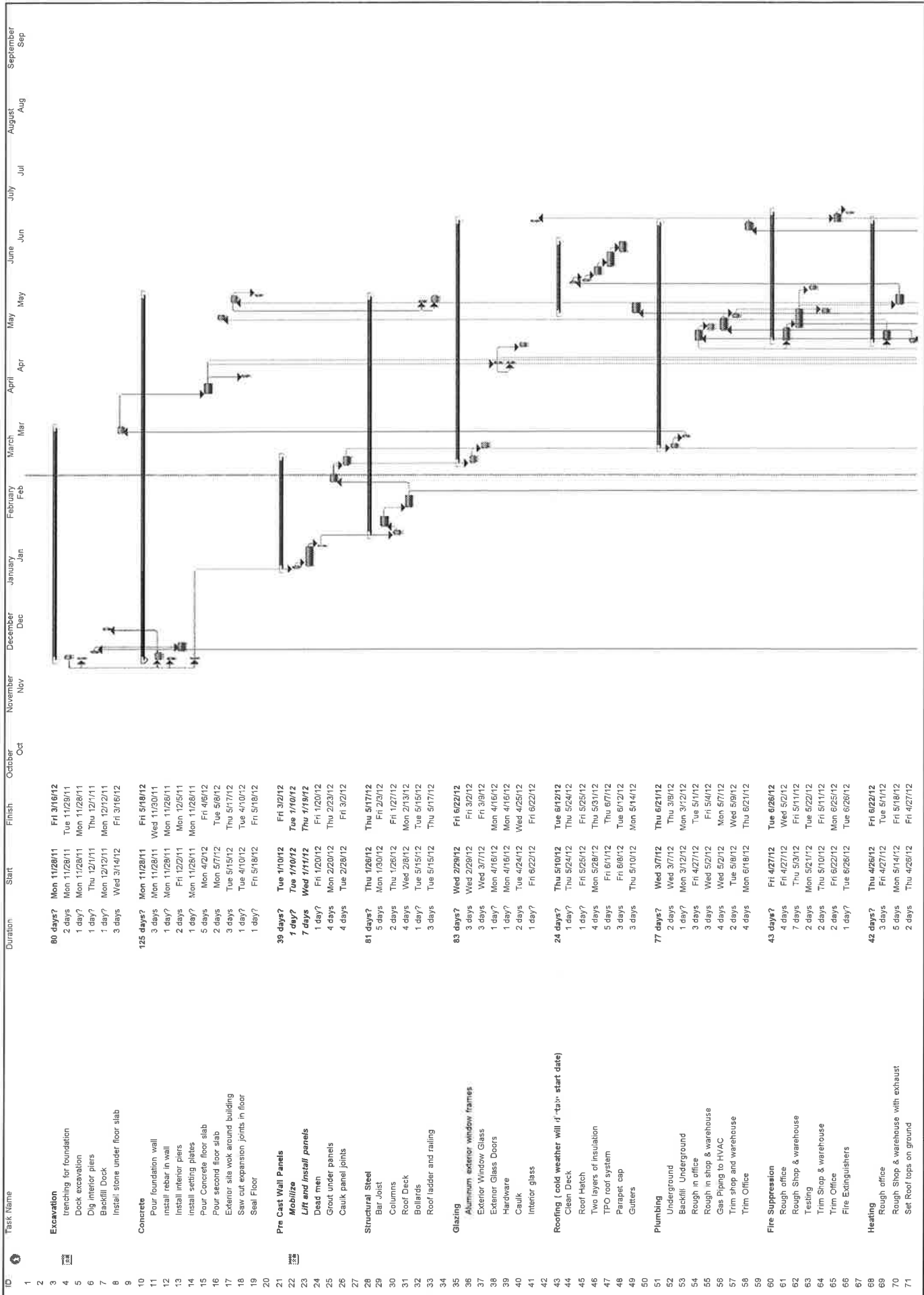
Weather: Sunny

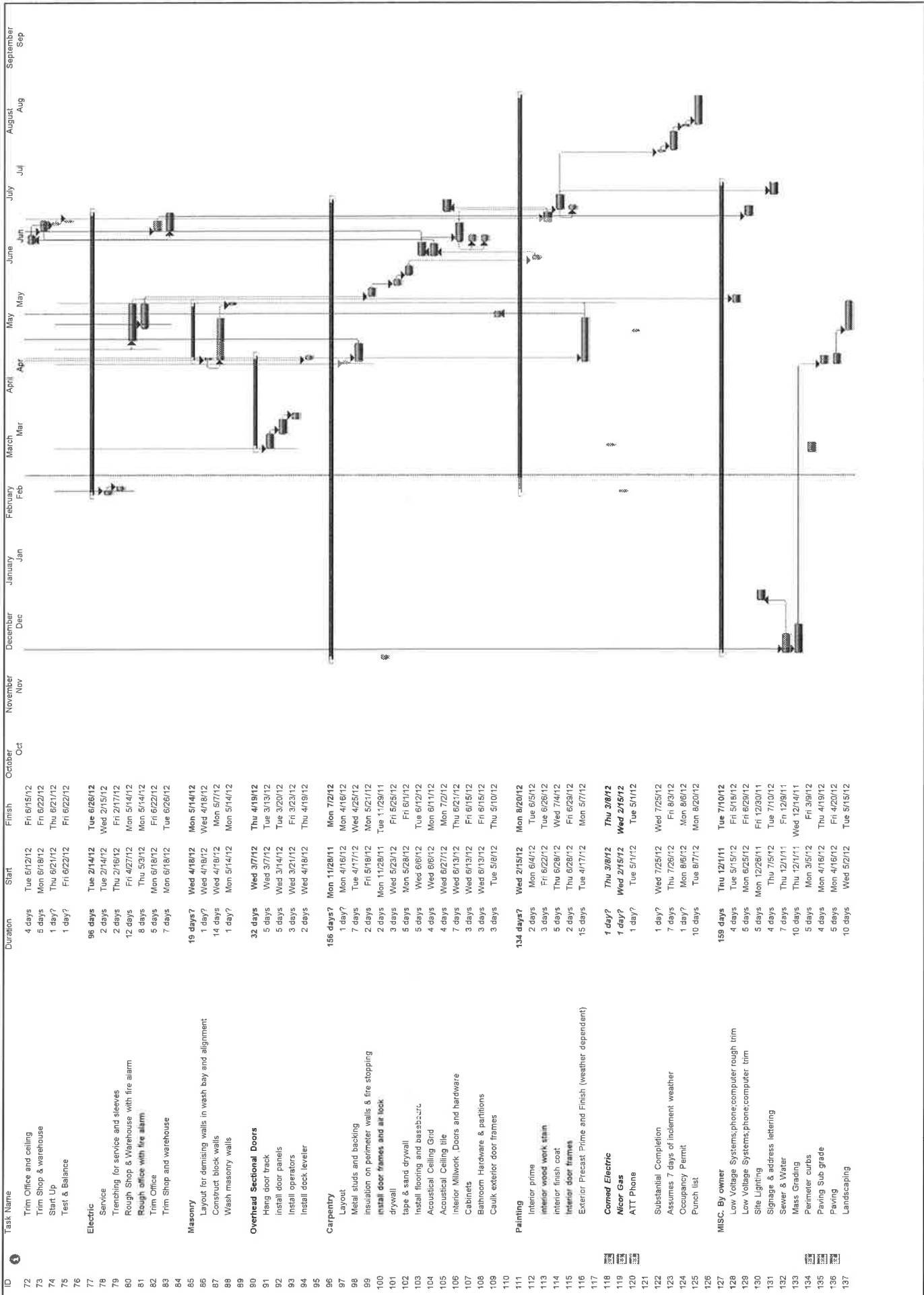
Re: Oaks Expansion:

In attendance at the meeting: John Urbanski Rob Glas

1. RD Masonry has started masonry on the southwest corner of the building. They have been installing the supports as required.
2. In discussion with Joe, it was discussed that if the weather improves and RD Masonry can work Friday and next week, they should be able to complete the walls by Wednesday. Therefore, Rob has scheduled the roof joists and metal deck for a next Thursday installation.
3. It was discussed that caulk color for the exterior side of the precast is to be medium brown as shown on the chart.
4. John Curran will be selecting a color for the lockers by next week.
5. Joe needs to get plastic laminate samples from to select cabinet colors.
6. Jeff is to get copies of all the insurance certificates to John Curran.
7. Architect will be getting in touch with the gas tank installer to see how long they will be making parts for the existing pumps and monitoring system and also to see what the cost is to replace the existing pumps and monitoring system with new.

cc: John Urbanski
FieldReport4





Field Management/Job Site Meetings/Documentation Procedures (construction process documentation) CPM

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Preliminary Construction Schedule.
 - 2. Contractor's Construction Schedule.
 - 3. Submittals Schedule.
 - 4. Daily construction reports.
 - 5. Field condition reports.
 - 6. Special reports.
- B. Related Sections include the following:
 - 1. Division 1 Section "Payment Procedures" for submitting the Schedule of Values.
 - 2. Division 1 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes.
 - 3. Division 1 Section "Submittal Procedures" for submitting schedules and reports.
 - 4. Division 1 Section "Quality Requirements" for submitting a schedule of tests and inspections.
 - 5. Division 1 Section "Closeout Procedures" for submitting photographic negatives as Project Record Documents at Project closeout.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.

1. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
 2. Predecessor activity is an activity that must be completed before a given activity can be started.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- C. Critical Path: The longest continuous chain of activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.
1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the following activity.
 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- F. Fagnets: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- G. Major Area: A story of construction, a separate building, or a similar significant construction element.
- H. Milestone: A key or critical point in time for reference or measurement.
- I. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.

1.4 SUBMITTALS

- A. Qualification Data: For firms and persons specified in "Quality Assurance" Article and in-house scheduling personnel to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. Submittals Schedule: Submit three copies of schedule. Arrange the following information in a tabular format:
1. Scheduled date for first submittal.
 2. Specification Section number and title.
 3. Submittal category (action or informational).
 4. Name of subcontractor.

5. Description of the Work covered.
 6. Scheduled date for Architect's final release or approval.
- C. Preliminary Construction Schedule: Submit two printed copies.
 - D. Preliminary Network Diagram: Submit two printed copies; large enough to show entire network for entire construction period.
 - E. Contractor's Construction Schedule: Submit two printed copies of initial schedule, large enough to show entire schedule for entire construction period.
 - F. Daily Construction Reports: Submit two copies at weekly intervals.
 - G. Field Condition Reports: Submit two copies at time of discovery of differing conditions.
 - H. Special Reports: Submit two copies at time of unusual event.

1.5 COORDINATION

- A. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
 1. Secure time commitments for performing critical elements of the Work from parties involved.
 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 SUBMITTALS SCHEDULE

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, re-submittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
 1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
 2. Initial Submittal: Submit concurrently with preliminary bar-chart schedule. Include submittals required during the first 60 days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Procedures: Comply with procedures contained in "Construction Planning & Scheduling."
- B. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Final Completion.
- C. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
 - 1. Phasing: Arrange list of activities on schedule by phase.
 - 2. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
 - 3. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Division 1 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 - 4. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Division 1 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 - 5. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.
 - b. Limitations of continued occupancies.
 - c. Uninterruptible services.
 - d. Partial occupancy before Substantial Completion.
 - e. Use of premises restrictions.
 - f. Provisions for future construction.
 - g. Seasonal variations.
 - h. Environmental control.
- E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.
- F. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using fragnets to demonstrate the effect of the proposed change on the overall project schedule.

2.3 PRELIMINARY CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit preliminary horizontal bar-chart-type construction schedule within seven days of date established for the Notice to Proceed.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 60 days of construction. Indicate preliminary critical path activities.

2.4 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within 30 days of date established for the Notice to Proceed. Indicate critical path activities. Submit updated schedule with each Application for Payment.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.

2.5 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE) – **Used on complex projects as determined by Owner and Architect.**

- A. Preliminary Network Diagram: Submit diagram within 14 days of date established for the Notice to Proceed. Outline significant construction activities for the first 60 days of construction
- B. CPM Schedule: Prepare Contractor's Construction Schedule using a CPM network analysis diagram.
 - 1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 30 days after date established for the Notice to Proceed.
 - 2. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
 - 3. Use "one workday" as the unit of time.
- C. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the preliminary network diagram, prepare a skeleton network to identify probable critical paths.
 - 1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
 - a. Preparation and processing of submittals.
 - b. Purchase of materials.
 - c. Delivery.
 - d. Fabrication.
 - e. Installation.
 - 2. Processing: Process data to produce output data or a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
 - 3. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.

- a. Sub-networks on separate sheets are permissible for activities clearly off the critical path.
- D. Initial Issue of Schedule: Prepare initial network diagram from a list of straight "early start-total float" sort. Identify critical activities. Prepare tabulated reports showing the following:
1. Contractor or subcontractor and the Work or activity.
 2. Description of activity.
 3. Principal events of activity.
 4. Immediate preceding and succeeding activities.
 5. Early and late start dates.
 6. Early and late finish dates.
 7. Activity duration in workdays.
 8. Total float or slack time.
 9. Average size of workforce.
- E. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
1. Identification of activities that have changed.
 2. Changes in early and late start dates.
 3. Changes in early and late finish dates.
 4. Changes in activity durations in workdays.
 5. Changes in the critical path.
 6. Changes in total float or slack time.
 7. Changes in the Contract Time.

2.6 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
1. List of subcontractors at Project site.
 2. Approximate count of personnel at Project site.
 3. High and low temperatures and general weather conditions.
 4. Accidents.
 5. Meetings and significant decisions.
 6. Unusual events (refer to special reports).
 7. Stoppages, delays, shortages, and losses.
 8. Meter readings and similar recordings.
 9. Emergency procedures.
 10. Orders and requests of authorities having jurisdiction.
 11. Change Orders received and implemented.
 12. Construction Change Directives received.
 13. Services connected and disconnected.
 14. Equipment or system tests and startups.
 15. Partial Completions and occupancies.
 16. Substantial Completions authorized.

- B. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare a detailed report. Submit with a request for information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.7 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect, Owner, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

End of Construction Services Proposed

Construction Management Fee

Submitted in sealed envelope per
RFP

Payout Procedures

Payout Procedures

1. Payout procedures will be submitted in "A/AG702& G703" form with a schedule of values from all sub-contractors
2. Payout procedure and request will be submitted as percentage of completion less 10% retention.
3. Note- if the Village of Tinley Park would prefer another method that can be accommodated.

Exhibit A Sample- shall be part of the contract between owner (Village of Tinley Park) and sub-contractor

1. Supply acceptable certificate of insurance listing Graefen Development, Inc. and Village of Tinley Park as additionally insured.
2. All work to comply with local building codes and approved inspections.
3. Change Order(s) to be approved by Village of Tinley Park prior to acceptance of change order.
4. No winter condition charges shall apply and considered incidental and not as a change order.
6. Payments will be made on percentage of completion.
7. Sub-Contractor shall straighten their own work.
8. Minor changes to the plans/scope will be considered incidental and not as a change order.
9. Sub-Contractor to comply will all O.H.S.A rules and regulations at all times
10. Dumpster will be provided for sub-contractor to dispose of all project related debris. Sub-contractor will dispose all of their respective debris in general contractor supplied dumpster. This will not include any special handling or disposal environmental debris as deemed by the Illinois EPA and U.S. EPA.
11. Sub-contractor to supply their all tools, power, material and labor for their respective trade.
12. Sub-contractor to supply own safety gear.
13. Sub-contractor to maintain general contractor's schedule. Overtime will be considered incidental to the contract to maintain schedule.
14. Contractors work to be guaranteed for a period of one year from acceptance.

Substantial Completion/Project Close
Out/Operational/Equipment Startup/Warranty Follow Up

Substantial Completion/Project Close Out Procedures

At the time the project is substantially complete the project manager along with architect of record and the Village of Tinley Park representative will begin preliminary work to develop a punch list. Graefen Development prefers to start a walk through process prior to final close out to expedite the occupancy process. The project close out procedure will include all site clean up, start up of all new equipment, and assuring that all punch list items are corrected to the satisfaction of the Village of Tinley Park. Graefen Development will maintain a project manager on site until all punch list items are completed and the site is "clean".

Warranty Follow Up

Graefen Development's construction management proposal will include, managing all warranty items for 1 year after completion of the project. All warranty items will be corrected by the project manager assigned to the project during construction. Graefen Development will continually follow up on all items that do not meet required specification and customer satisfaction. Weekly reports will be submitted on the warranty item(s) to the architect and the Village of Tinley Park representative with a detailed schedule of problem and process/ time line in correcting the item(s).

Operational/Equipment Start Up

Graefen Development will ensure startup of but not limited to: Plumbing, sewer and water, HVAC system, fire protection system, electrical components, Comed "hook up", phone lines, pool system, Nicor natural gas "hook up". Our proposal includes all equipment to be operational upon project close out. A binder will be compiled to the owner with all Operating manuals and respective warranty information.

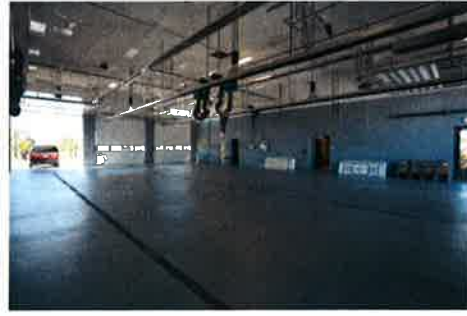
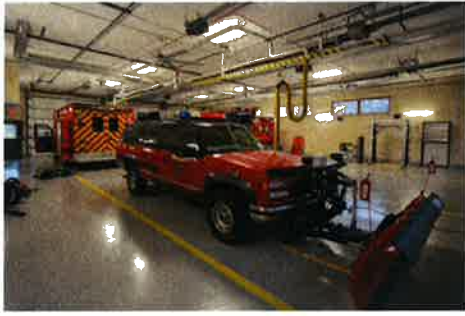


Leopardo

Response to Request for Qualifications and Fee Proposal
Construction Management Services
Village of Tinley Park Fire Station 2 and Fire Station 3

Submitted: January 30, 2017





CONTENTS

1. Cover Letter
2. Understanding of Project
3. Company Profile
4. Relevant Project Experience
5. Proposed Project Team
6. Acknowledgements
7. Project Approach
8. Financial Strength
9. Testimonials

*Hourly Rates and Fee Proposal included under separate cover



January 30, 2017

Mr. John Urbanski
Assistant Public Works Director
Village of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Dear Mr. Urbanski:

At Leopardo Companies, big company resources are our advantage while personal attention is our priority. Planning, designing, and constructing two new Fire Stations will be a significant undertaking that requires comprehensive project leadership and vigilant construction supervision. Leopardo is confident that our tenured management team represents an unmatched resume of preconstruction services, design management, and construction expertise. This experience will provide you with a positive outcome that will reflect well upon the Village of Tinley Park, your staff, the fire department and members of the community for generations to come. We at Leopardo are experts in constructing municipal facilities and can partner with the Village, the fire department and design team to develop a successful building program that will meet your budget and best suit your long term needs. Leopardo offers the Village of Tinley Park the following to ensure a successful project:

- **Preconstruction Services Capabilities:** Leopardo provides an industry-leading approach to preconstruction. Frequently leading design-build and other collaborative project delivery methods, our proposed internal Leopardo team includes experts well versed in the selection and management of architects, engineers, and other consultants, including fit-up (FF&E), through the entire project process. We also deliver more detail and depth in our estimates than any other owner's representative or construction manager. Leopardo understands the importance and budget sensitivity of your project and are confident that the planning, budgeting, and construction management strategies that we bring to our clients are second to none.
- **Teamwork & Collaboration:** Leopardo prides itself on our ability to collaborate and work as a team with our clients, architects, and consultants. Our commitment to teamwork will strengthen and support your facility initiatives and ensure a pleasant experience and successful project outcome.
- **Public Safety Expertise:** Building public safety facilities is one of the primary focuses of our company, and we have constructed many of the most recent significant public safety facilities in the area including Bartlett Fire Station No. 2, Mount Prospect Fire Station No. 14 and Romeoville Fire Station No. 3. In addition to this we are currently working with both the Village of Glen Ellyn on their new police station and Will County on their new 911 dispatch center and sheriff's facility.

We are committing a Leopardo team composed of dedicated and experienced design and construction management professionals with past fire station experience. We appreciate your consideration and look forward to meeting with you to further present our qualifications, approach, and proposal and to discuss your hopes and concerns for your upcoming project. Should you require additional information, please contact me at the number or email listed below.

Respectfully submitted,

LEOPARDO COMPANIES



Leigh McMillen
Vice President
847.783.3816 (d) 630.330.0620 (c)
lamcmillen@leopardo.com

UNDERSTANDING OF PROJECT

Leopardo Companies has fully reviewed the Request for Qualifications and Fee Proposal for Construction Management Services for the Fire Station 2 located at 7825 W. 167th Street, and the Fire Station 3 located at 9191 W. 175th Street projects issued by the Village of Tinley Park. We understand the scope of the project as complete removal of existing fire station(s) and rebuild at each location. We have also fully reviewed the scope of services required of the construction manager. Leopardo Companies, Inc. is fully capable of performing the requirements of this RFQ and wishes to pursue this project as construction manager for the Village of Tinley Park.

We have drafted our RFQ/P response to highlight the broad overall municipal design and construction experience of the Leopardo team as well as the depth of understanding specific to fire stations. Please see our Relevant Project Experience section and specifically our case study of Bartlett Fire Protection District Station No. 2 which was a project very similar to the ones proposed for Tinley Park's Fire Stations 2 & 3. Here we investigated several options with pros and cons for the Bartlett Fire Protection District to find best solution to fit their needs and budget that included full demo and replace; partial demo and replace; and addition and remodel.

Under our Proposed Project Team section, we have provided summary resumes of our proposed team highlighting their expertise in design, design and construction management, and construction execution. It is important to note that Leigh McMillen, Mike Behm, and Margeaux Ward have a wide range of municipal project experience and all have an architecture background enabling us to better communicate and collaborate with design teams. Additionally, Erik Magsamen has vast municipal experience and also leads the majority of our design/build work in the office. He knows well the importance of consultant selection and management and the permitting and approvals process. Finally, both Neil Dose and Frank Hanson round out our technical crew. Frank was led the field side for us on both Mount Prospect and Bartlett fire stations and is a seasoned Senior Superintendent. Neil, as our Mechanical, Electrical, Plumbing, and Low Voltage coordinator, is involved in all our first responder projects to ensure the critical systems in these building are properly installed and commissioned for the department use. Most importantly, all these team members worked on the Bartlett Fire Station project together for a very successful project.

For a comprehensive overview of Leopardo's collaborative team project approach from the initial concept through occupancy and commissioning, please review the Project Approach section. This section details our open book philosophy, our preconstruction process, project planning, detailed estimating (a sample estimate book can be provided upon request), procurement strategies, communication and coordination tools, construction services, safety and quality management, lean construction practices, and project close-out procedures.

Most importantly, under separate cover per request, we have put together a detailed proposal outlining our proposed staffing approach to provide the services listed in the RFQ/P and those that we anticipate should be included to provide for a successful project. This proposal is broken down by phases of the work, specific activities, staff roles, hours, and rates and can be customized to fit the Village's specific needs and concerns.

We look forward to reviewing our Project Approach and Proposal in more detail with the Village.



ABOUT LEOPARDO COMPANIES

Leopardo is a recognized leader in construction with the resources to build world-class projects across every major sector. We regularly work as general contractor, construction manager, as well as a design-builder and development partner, providing a full range of services. We also have 24/7/365 access to our own reliable in-house team of tradespeople.

Founded in 1977, Leopardo has grown continuously and today employs more than 400 industry professionals in our Hoffman Estates, Illinois headquarters and Chicago Loop office, as well as on jobsites across the nation. Leopardo has totaled over 75 million square feet and \$6.5 billion in construction since 1977.

One of our greatest strengths is our market diversity with expertise in managing all types of design and construction projects including municipal, public safety, recreation, education, interiors, healthcare, multifamily, corporate office, industrial, retail, federal and aviation. Our people are among the best and brightest in the industry. We carefully recruit and develop sophisticated construction leaders and solution providers who know how to exceed our clients' expectations. Our clients benefit from our innovative and proven methods, as well as our tool belt of demonstrated cost-management tactics. Our preconstruction process is arguably the best in the business and we deliver estimates that are routinely recognized for being far more comprehensive than our competitors, which translates to additional cost saving solutions for our customers.

For more than 35 years, Leopardo has been recognized by its peers, clients and the media for consistently performing at the very top of the industry. We have won practically every award the industry has to offer and routinely rank among the area's and nation's top contractors. Leopardo provides its clients with peace of mind and great value through an industry benchmark-setting safety program. As a testament to our outstanding safety record, Leopardo's Experience Modification Rate is in the top 3 percent of all general contractors in the nation. A pioneer in the green construction movement, 25 percent of Leopardo's office staff are LEED Accredited Professionals.

Philanthropist, family man and CEO Jim Leopardo was inducted into the inaugural class of *Midwest Real Estate News'* Commercial Real Estate Hall of Fame. President Rick Mattioda, an enthusiastic advocate for continuous improvement and achievement, is the driving force behind Leopardo's long-standing Total Quality Management (TQM) initiative, aimed at operational excellence and superior customer service.

FOUNDED
1977

EMPLOYING
400 + EXPERTS

2 OFFICES

HEADQUARTERS

5200 PRAIRIE STONE PARKWAY
HOFFMAN ESTATES, IL 60192
PHONE: 847.783.3000
FAX: 847.783.3001

CHICAGO

333 W. WACKER DRIVE
SUITE 250, CHICAGO, IL 60606
PHONE: 312.332.7570
FAX: 312.332.7572

+HUNDREDS
OF JOB SITES ACROSS
THE UNITED STATES

PROJECTS
400 + ANNUALLY

SAFETY
.80 EMR

LEED APs
25% OF STAFF

MARKETS

INTERIORS . CORPORATE OFFICE . HEALTHCARE
HOSPITALITY . INDUSTRIAL . MUNICIPAL . RECREATION
MULTIFAMILY . RETAIL . K-12 + HIGHER EDUCATION
AVIATION . FEDERAL . BUILDING SERVICES

SELF-PERFORM

METAL STUD AND DRYWALL . TAPING AND PAINTING
ELECTRICAL . CARPENTRY . GENERAL LABOR . DEMOLITION

OFFICERS

JAMES A. LEOPARDO, CEO
RICHARD S. MATTIODA, PRESIDENT
JOHN D. WARD, CFO

DUNS AND BRADSTREET NO.
09-678-6447

FEDERAL TAX ID / STATE TAX IDENTIFICATION
36-3046570/1154-4902
ILLINOIS SUBCHAPTER - S CORPORATION





Leopardo and its architectural partners have received the AIA Award of Honor, the AIA Award for Divine Detail and the AIA Award for Superior Interior Design

Inc. Magazine named Leopardo one of America's Fastest Growing Companies in 1988, 1989 and 1992 for its remarkable growth

INDUSTRY RECOGNITION & AWARDS

2011 Restoration Project of the Year – Sullivan Center (Landmarks Illinois)

2011 Public Works Project of the Year – Aurora Police Headquarters and Branch Court Facility (APWA)

2010 Communitas Leadership Award (Association of Marketing and Communication Professionals)

2010 Contractor of the Year (HACIA)

2010 Project of the Year – University of Chicago Children's Specialty Care Clinic (HACIA)

2010 Top 20 Healthcare Contractors in the U.S. (Modern Healthcare Magazine)

2009 Build-to-Suit Project of the Year – Aurora Police Headquarters (Greater Chicago Food Depository)

2009 Interior Contractor of the Year (Greater Chicago Food Depository)

2009 Project of the Year – Mount Prospect Emergency Operations Center (APWA)

2009 Project of the Year – Aurora Police Headquarters (CISCO)

2009 Award for Business Excellence (Daily Herald Business Ledger)

2009 Top Charleston Area General Contractors (Charleston Regional Business Journal)

2008-2009 Outstanding Project – Ronald McDonald House (ASA)

2008 Interior Contractor of the Year (Greater Chicago Food Depository)

2008 Award for Design – Logan International Airport (Boston Society of Architects)

2008 Design Excellence Awards – Leo Burnett and Abelson Taylor (AIA)

2006 Torch Award (Better Business Bureau)

2006 Contractor of the Year (Coalition for United Community Action)

2006 Award for Preservation Excellence – 35 E. Wacker (Commission on Chicago Landmarks)

2006 Small Project of the Year Award – I-CAR World Headquarters (Midwest Construction Magazine)

2006 Design Award for Best in Class – I-CAR World Headquarters (PCI)

2004 Interior Contractor of the Year (Greater Chicago Food Depository)

2003 Interior Contractor of the Year (Greater Chicago Food Depository)

BAGC Safety Recognition Award

Our continued commitment to safety has earned Leopardo a top-five ranking in the Chicago area for the 250,000-man hours category since 2003

BAGC Safety Excellence Award

Best in Class safety performance rate in the 250,000 man-hour category

Construction Commendation for Safety Excellence

Awarded by the Associated General Contractors of America for outstanding safety

Construction / Real Estate Entrepreneur of the Year

Jim Leopardo was honored with the prestigious Entrepreneur of the Year award in the construction/real estate classification by Ernst & Young, Inc. magazine and Merrill Lynch/Stein & Co.

Retail Renovation of the Year and Retail Development of the Year

Midwest Construction Magazine and NAIOP - Century Shopping Center





JAMES A. LEOPARDO – CHIEF EXECUTIVE OFFICER

In 1977, entrepreneur James Leopardo started his own construction firm in Chicago and it didn't take long for him to make an impressive impact on the industry. Under Jim's leadership, Leopardo Companies, Inc. has grown into one of the nation's largest 300 contractors with more than 400 employees and 400 projects built annually.

As CEO, Jim is responsible for the overall business strategy and standards that affect two corporate offices, hundreds of employees and job sites, multiple service offerings and several specialty markets, including interiors, healthcare, retail, federal, municipal, recreation, office, industrial, K-12 and higher education, hospitality, hotel, residential and aviation.

A pioneer in the construction industry, Jim provides a focused business approach and a deep commitment to quality, innovation and leadership. His drive, pledge to client service and standards for excellence are the staples the company was founded on three decades ago.

Throughout its history, Leopardo has been recognized by the media, peers, and clients for consistently performing at the top of the construction industry. In 1989, 1990 and 1992, the firm was ranked by Inc. Magazine as one of the nation's 500 Fastest Growing Companies. Among countless other honors and awards, Leopardo has been the recipient of the coveted Interior Contractor of the Year Award at the Chicago Commercial Real Estate Awards four of the last 10 years. Leopardo has also received numerous Project of the Year Awards, including the 2012 Office Redevelopment of the Year for 400 S. Jefferson (Hillshire Brands Headquarters), the 2012 ENR Midwest Best Public Building Project for the Hanover Park Police Headquarters, the 2011 Restoration Project of the Year for the Sullivan Center, and the 2009 Build-to-Suit of the Year for the Aurora Police Headquarters.

Leopardo has worked with numerous Fortune 500 firms on major office and industrial projects, and built private terminals at several international and municipal airports. Based on proven performance, the firm is the trusted builder for 40 hospitals and has completed hundreds of projects for the University of Chicago, Northwest Community, Rush-Copley, Edward, Advocate and many others. Leopardo has built multiple village halls, fire departments and police stations including the Aurora Police Headquarters, which is among the nation's largest public safety buildings. Additionally, Leopardo has completed retail and office projects for many of the world's most recognized consumer brands and stores, such as Apple, Big Ten, Borders, Canon, CVS/pharmacy, Dominick's, Harley-Davidson, Honda, Radio Flyer, Thermos, Trader Joe's, Universal Technical Institute, Walgreens, and countless others.

In recognition of his industry pioneering, Jim was inducted into Midwest Real Estate News' first ever Commercial Real Estate Hall of Fame in 2010. He was also included on the Crain's Chicago Business 2015 list of Who's Who in Chicago, a directory of the city's "movers and shakers," from Fortune 500 CEOs to civic leaders and philanthropists. Jim served on the board at the Foglia YMCA of Metropolitan Chicago and received the Volunteer of the Year and Family of the Year awards. He also served on the board at JFK Health World, a non-profit children's health education museum. An alumni member of the Young Presidents' Organization (YPO), he served as the organization's Chicago chapter chairman, chapter treasurer, day chair, education and membership chairman. Since 2004, he has been an active member of the World Presidents' Organization (WPO). He also received the Entrepreneur of the Year award from Ernst and Young in 1990 and has twice been a featured speaker at Harvard Business School's Annual Entrepreneurship Conference.

Jim holds a bachelor's degree in construction engineering from Western Illinois University and is a member of Urban Land Institute, Safari Club International, FMI Executives/Presidents Peer Group, as well as a board member of James A. Graaskamp Center for Real Estate Wisconsin School of Business.



RELEVANT PROJECT EXPERIENCE



Aurora Police Headquarters & Branch Court Facility
Aurora, Illinois



New Lenox Police Department
New Lenox, Illinois



Mount Prospect Fire Station
Mount Prospect, Illinois



Bartlett Fire Protection District Station No. 2
Bartlett, Illinois

MUNICIPAL EXPERIENCE

- Bartlett Fire Protection District Station No. 2 – Bartlett, Illinois
- Mount Prospect Fire Station, Public Works and Emergency Operations Center – Mount Prospect, Illinois
- Romeoville Fire Station – Romeoville, Illinois
- St. Charles Fire Station No. 1 – St. Charles, Illinois
- Aurora Police Headquarters and Branch Court Facility – Aurora, Illinois
- Glen Ellyn Police Department – Glen Ellyn, Illinois
- Will County Sheriff Facility – Joliet, Illinois
- Beaufort Municipal Complex – Beaufort, South Carolina
- Clarendon Hills Police Department – Clarendon Hills, Illinois
- Hanover Park Police Department – Hanover Park, Illinois
- La Grange Park Public Works Renovations – La Grange Park, Illinois
- Midway Airport North Security Checkpoint Addition – Chicago, Illinois
- New Lenox Police Department – New Lenox, Illinois
- Romeoville Police Station Renovation – Romeoville, Illinois
- Village of Hoffman Estates Vehicle Maintenance Facility – Hoffman Estates, Illinois
- Village of La Grange Park Public Works – La Grange, Illinois
- Village of South Barrington Village Hall Addition & Police Department Renovation – South Barrington, Illinois

COMMUNITY EXPERIENCE

- Jerri Hoffmann Child + Family Center – Carpentersville, Illinois
- Crystal Lake Park District, West Beach Community Building – Crystal Lake, Illinois
- El Valor Carlos H. Cantu Children & Family Center – Chicago, Illinois
- Foglia YMCA Gym Expansion – Lake Zurich, Illinois
- Glen Oak Country Club – Glen Ellyn, Illinois
- JFK Health World Children's Museum – Barrington, Illinois
- Logan Square YMCA – Chicago, Illinois
- Orland Park Sportsplex – Orland Park, Illinois
- Poplar Creek Clubhouse – Hoffman Estates, Illinois
- Matteson Community Center – Matteson, Illinois
- Turtle Splash Water Park – West Chicago, Illinois
- Valley Forge Fieldhouse – Chicago, Illinois
- West Chicago Community Recreation Center – West Chicago, Illinois
- Windy City Fieldhouse – Chicago, Illinois
- Chicago Public Libraries, Archer Heights Branch – Chicago, Illinois
- Chicago Public Libraries, Edgebrook Branch – Chicago, Illinois
- Des Plaines Public Library – Des Plaines, Illinois
- Indian Prairie Public Library – Darien, Illinois
- Richard M. Daley Branch Library – Chicago, Illinois
- Arlington Heights Park District, Administration Building – Arlington Heights, Illinois
- Lorca Elementary School – Chicago, Illinois
- Y.O.U. Headquarters and Education Center – Evanston, Illinois



RELEVANT PROJECT EXPERIENCE

APWA Chicago Metro Chapter
 AMERICAN PUBLIC WORKS ASSOCIATION
 2009 Project of the Year
 Structures Less Than \$5Million

MOUNT PROSPECT FIRE STATION, EMERGENCY OPERATIONS CENTER & PUBLIC WORKS RENOVATION | Mount Prospect, Illinois



Leopardo managed the construction of three municipal projects simultaneously on three different sites:

New Fire Station No. 14

- 23,600-SF masonry and steel building, including basement, two floors above grade and standing seam metal roof
- 3-vehicle bay and living quarters for seven fire fighters and a large training room
- Achieved LEED Gold certification

Emergency Operations Center (EOC)

- 4,500-SF emergency operation center
- EOC designed in accordance with Miami-Dade building code
- Construction matches existing building with masonry and steel

Public Works Renovation

- Two new additions totaling 3,500-SF houses paint spray booth and vehicle maintenance area
- 1,100-SF of interior renovation of general office area
- 4,300-SF pre-engineered storage facility houses the village's equipment and materials
- Contract type: Construction Manager at Risk

PROJECT SUMMARY

Scope

23,600-SF new construction; 4,500-SF renovation; 3,500-SF addition

Duration

49 weeks

OWNER / ARCHITECT REFERENCE

Village of Mount Prospect
 112 East Northwest Highway
 Mount Prospect, Illinois 60056
 Michael Figolah, Former Fire Chief
 Current Assistant Fire Chief Bartlett
 630.233.5478

SRBL Architects (since acquired by FGM Architects)



RELEVANT PROJECT EXPERIENCE

GLEN ELLYN POLICE DEPARTMENT | Glen Ellyn, Illinois



For more than 40 years the Glen Ellyn Police Department occupied a former junior high school in the village downtown as their police station inside the village hall. Undersized and too outdated to fit the needs of this thriving community, the village turned to Leopardo to design-build a much-needed new police station. Highlights include:

- 30,000-SF, 2-story police headquarters on a 4-acre site
- Includes detention facilities and an enclosed sally port, as well as evidence processing with storage and vehicle exam, emergency operating center, patrol investigations, administration, community room and fitness area
- Site work includes mass grading, utility work, bioswales, native planting and hardscaping
- Leopardo led Design-Build project with 11-month preconstruction phase

PROJECT SUMMARY

Scope

30,000-SF design-build

Estimated Duration

60 weeks

OWNER / ARCHITECT REFERENCE

Glen Ellyn Police Department
535 Duane Street
Glen Ellyn, IL 60137
Robert Acton, Deputy Chief of Police
630.547.5279

Dewberry
25 South Grove Ave., Suite 500
Elgin, IL 60120
Jonathan Tallman, AIA, Associate
847.841.0612



RELEVANT PROJECT EXPERIENCE

HANOVER PARK POLICE DEPARTMENT | Hanover Park, Illinois



The Village of Hanover Park recognized that they needed a new police department to replace their dramatically outdated and undersized existing facility. They turned to Leopardo for construction management services including full preconstruction services for the design and construction of the new 63,000-square-foot facility. The new police department includes:

- Detention facilities including enclosed, secure 2-bay sallyport, flexible detention block, detox holding room, interview rooms, and juvenile detention facilities
- Evidence processing with separate vehicle exam area and large property storage area with high density storage
- Firearms range with high level acoustical treatment and armory
- Emergency operations center/training room with full emergency building support systems
- Community room
- Staff areas for code enforcement, records with high-density storage, investigations and command staff
- Enclosed, secure garage for police vehicles
- Water detention for site and adjacent public works sites
- Worked with police department and A/E team to take advantage of current market conditions and include a firing range and enclosed parking garage not in original program budget through careful planning at building and bidding strategy

PROJECT SUMMARY

Scope

63,000-SF new construction

Duration

74 weeks

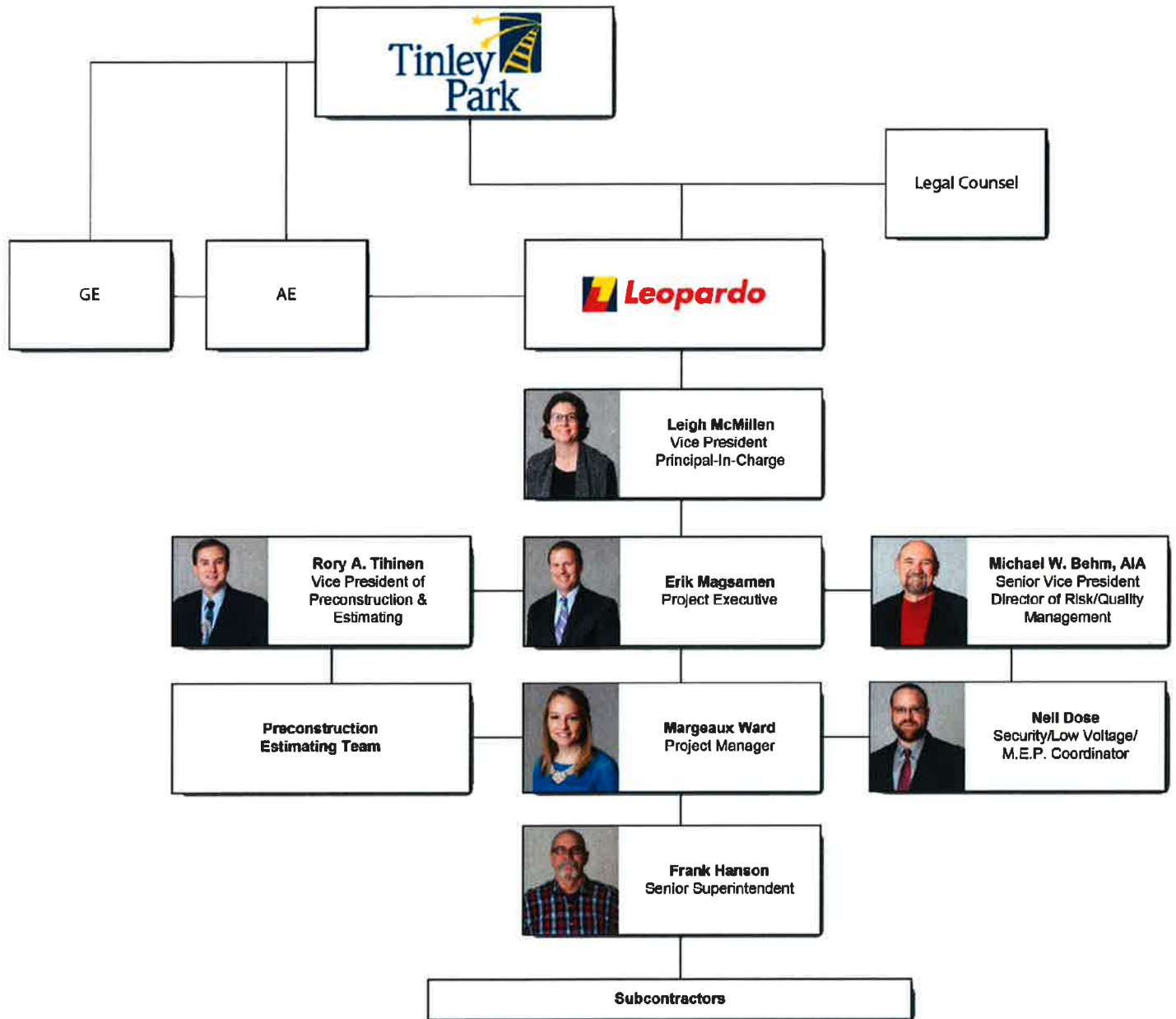
OWNER / ARCHITECT REFERENCE

Village of Hanover Park
2121 West Lake Street
Hanover Park, Illinois 60133
Howard Killian, Former Director of Public Works
Current Director of Public Works City of Elmhurst
630.530.3020

Dewberry
25 South Grove Ave., Suite 500
Elgin, IL 60120
Jonathan Tallman, AIA, Associate
847.841.0612



PROPOSED PROJECT TEAM



PROPOSED PROJECT TEAM



EXPERIENCE

25 years construction experience

EMPLOYMENT HISTORY

Date of hire: August 18, 2003

EDUCATION

University of Illinois
Champaign, Illinois

Master of Architecture
MS Civil Engineering (CM)
BS Architectural Studies

Ecole des Beaux Arts
Versailles, France
Architecture and Urbanism

MEMBERSHIPS / TRAINING

Illinois Association of Chiefs of Police
Illinois City/County Management
Association
Law Enforcement Torch Run
Illinois Parks and Recreation Association
Illinois Fire Chiefs Association
OSHA 30-hour
Licensed Architect, State of California

AWARDS

Daily Herald Business Ledger 2012
Influential Women in Business
honoree

REFERENCES

Arthur J. Gallagher
2 Pierce Place
Itasca, Illinois 60143
Cara Richardson, Vice President
Sourcing and Services
630.285.4077

City of Aurora
1510 West Downer Place
Aurora, Illinois 60506
Barb Kattermann, former Owners
Rep. (now retired)
630.404.6697

West Chicago Park District
157 West Washington
West Chicago, Illinois 60185
Gary R. Major, Director
630.231.9474

LEIGH MCMILLEN, ARCHITECT, LEED AP – VICE PRESIDENT / PRINCIPAL-IN-CHARGE

As Vice President at Leopardo, Leigh takes the leadership role and interfaces with Owners, Architects, Consultants and all other project team members. Leigh works closely with clients and project teams to establish the most cost-effective and time-efficient path to completion.

With 25 years in the construction industry, Leigh has a strong and wide range of building experience. With Leopardo since 2003, Leigh's highlight project is an \$80 million, USGBC LEED Gold certified Police Headquarters and Branch Court Facility in Aurora, Illinois, which is one of the largest police facilities in the United States. In addition, Leigh completed the new Police Headquarters for the Village of Hanover Park, a new LEED Silver Fire Station and Emergency Operations Center for the Village of Mount Prospect and a renovation to the Bartlett Fire Protection District Station #2. Furthermore, she worked directly with Universal Technical Institute (trade school for automotive technicians) and the Big Ten Conference on their high-profile build-to-suit projects.

Leigh understands the needs of community clients and as a licensed architect and LEED AP, offers clients an unprecedented level of technical expertise and customer service. She has worked with the leading architects and subcontractors in the area that specialize in executing building projects for local municipalities, park districts, libraries, school districts, and churches.

RELEVANT PROJECT EXPERIENCE

Bartlett Fire Protection District, Station #2 – Bartlett, Illinois

- 10,000-SF one-story fire station that includes the demolition of the existing building with the exception of the existing Apparatus Bay which was renovated
- New addition includes a kitchen/dining room, dayroom, exercise room, work room, office, meeting room, alarm room, laundry room, living quarters, showers, and restrooms

Mount Prospect Fire Station, Public Works Renovation & Emergency Operations Center – Mount Prospect, Illinois

- 23,600-SF masonry and steel LEED Silver certified fire station with basement, two floors above grade, standing seam metal roof, three vehicle bay, large training room and living quarters for seven firefighters
- 4,500-SF emergency operations center (EOC) designed in accordance with the stringent Miami-Dade building code
- Public Works renovation includes two new additions totaling 3,500-SF that houses paint spray booth and vehicle maintenance area, 1,100-SF interior renovation of general office area and a 4,300-SF pre-engineered facility that houses the Village's equipment and materials
- LEED Gold certified

Will County Sheriff Facility – Joliet, Illinois

- \$30M, 85,000-SF, two-story sheriff facility on a 7-acre site
- Includes 911 dispatch center, detention facilities and enclosed sally port, as well as evidence processing with property storage and vehicle processing, multipurpose meeting and locker rooms
- Space includes future growth for a dispatch center
- Site work includes mass grading, utility work, bioswales, native planting and hardscaping
- 9-month preconstruction phase

Glen Ellyn Police Department – Glen Ellyn, Illinois

- \$13.5M, 30,000-SF, 2-story police headquarters on a 4-acre site
- Includes detention facilities and an enclosed sally port, as well as evidence processing with storage and vehicle exam, emergency operating center, community room and fitness area
- Site work includes mass grading, utility work, bioswales, native planting and hardscaping
- Design-build project with 11-month preconstruction phase



PROPOSED PROJECT TEAM



EXPERIENCE

39 years construction experience

EMPLOYMENT HISTORY

Date of hire: February 26, 2007

EDUCATION

DePaul University
Chicago, Illinois
Bachelor's in Finance with Honors

TRAINING

OSHA 10-hour
GPRO Construction Management
Certified
CPR Certified
Blood Borne Pathogens
SEDAC Geothermal Continuing
Education Seminar
LEED Nuts and Bolts Seminar
Fall Protection Awareness Training
Crane Rigging Training
ARMCO Pre-engineered Metal
Building Certification
Lean Construction Principles and
Techniques Certification
Deep Foundation Design and
Construction Seminar

MEMBERSHIPS

Marklund Volunteer
Hospice and Palliative Care of
Northeastern IL Volunteer
American Subcontractors Association
(ASA) Member
The Associated General Contractors
of America (AGC) Member
Hispanic American Construction
Industry Association (HACIA)
Member
Federation of Woman Contractors
Member
Precast/Prestressed Concrete
Institute (PCI) Member
Parent Board Member – Judson
University

REFERENCE

Barrett & Porto Real Estate
221 West Illinois Street
Wheaton, Illinois 60187
Gene Porto, Owner
630.221.7000

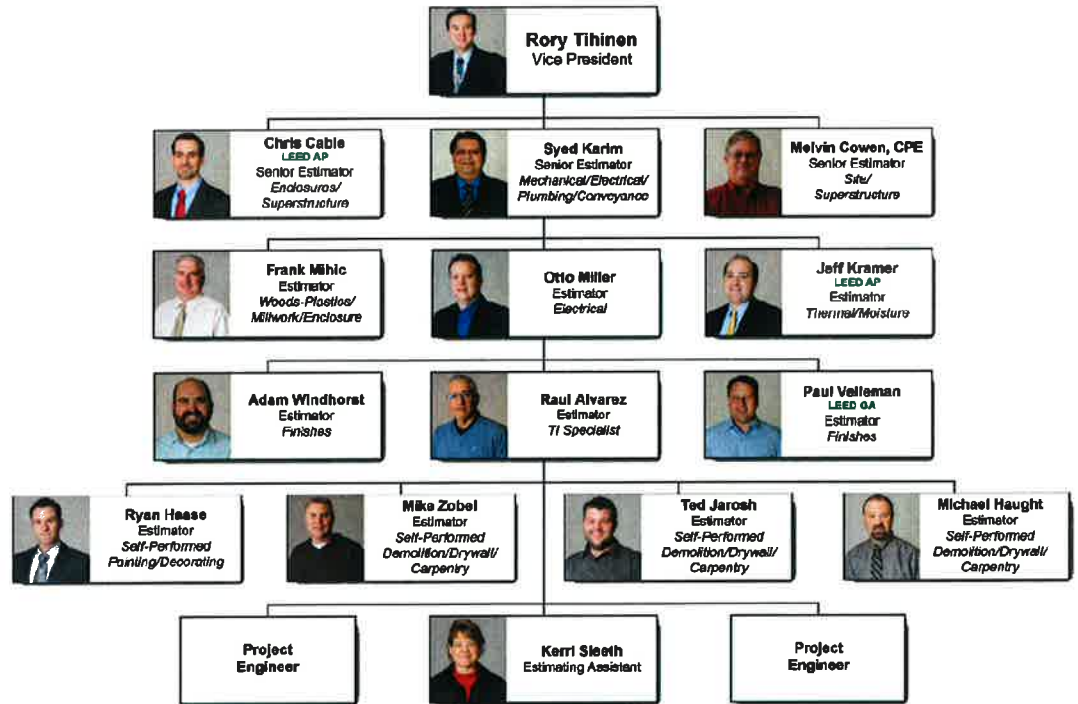
RORY A. TIHINEN – VICE PRESIDENT OF PRECONSTRUCTION & ESTIMATING

As vice president of preconstruction and estimating at Leopardo Construction, Rory takes a leadership role during the early stages of construction projects and works in concert with owners, architects and project team members to determine the most economical path to project completion. His expertise in value design, in-depth knowledge of numerous types of construction, assemblies and systems, meticulous cost control measures and finally honed skills in conceptual estimating make him an asset to our valued clients.

With nearly 40 years of industry experience and a close familiarity of all construction products and their suppliers, Rory helps clients navigate cost spikes and material inflation to save money and time. He counsels project teams on price escalations, material demands, supply shortages, alternative methods of construction, lifecycle costs, efficiencies and impact on the environment.

Rory has completed a wide variety of projects including healthcare, high-rise residential, higher education, office, industrial, municipal, retail, federal, hospitality, and tenant interiors. Prior to joining Leopardo, he worked as senior project manager at IHC Construction and Walsh. He also spent eight years as project manager at Pepper Construction. During his tenure in the industry, he has estimated and managed a wide array of high profile projects.

THE ESTIMATING TEAM



PROPOSED PROJECT TEAM



EXPERIENCE

36 years construction experience

EMPLOYMENT HISTORY

Date of hire: November 3, 2003

EDUCATION

University of Illinois
Champaign, Illinois
Master of Architecture
Bachelor of Science
Architectural Studies

MEMBERSHIPS/ TRAINING

Licensed Architect: IL, IN, WI, MI
American Institute of Architects
Society of American Registered
Architects

REFERENCES

City of Aurora
1510 West Downer Place
Aurora, Illinois 60506
Barb Kattermann, former Owners
Rep. (now retired)
630.404.6697

Hanover Park Police Department
2121 West Lake Street
Hanover Park, Illinois 60133
Chief David Webb
630.372.4400

Village of Clarendon Hills
448 Park Avenue
Clarendon Hills, Illinois 60514
Rob Bahan, Current Village Manager
at Village of Winnetka
847.716.3542

Scottish Rite Cathedral Association
383 East Lake Street
Bloomingdale, Illinois 60108
Eddie Witas, Executive Secretary
630.439.3443

Harvest Bible Chapel
1000 North Randall Road
Elgin, Illinois 60123
Pastor James MacDonald
847.398.7024

MICHAEL W. BEHM, AIA – SENIOR VICE PRESIDENT / DIRECTOR OF RISK & QUALITY MANAGEMENT

As senior vice president, Michael W. Behm, AIA, plays a critical role in the overall business and construction strategy at Leopardo Companies, Inc., one of the nation's largest contractors. Integral to this role, Behm directs Leopardo's quality management program, which includes the development and integration of Leopardo's virtual design and construction (VDC) practices as well as lean construction principles.

Mike's 36 years of architecture, engineering and construction experience spans a diverse mix of projects in the municipal, recreation, higher education, aviation, K-12, federal government and non-profit sectors. Utilizing his background and expertise, Mike assists each Leopardo project team to perform comprehensive constructability reviews, define project quality expectations and develop a quality plan specific to each project. The goal is to do it right the first time, every time. A quality project plan emphasizes teamwork and accountability, and will ultimately reduce wasted efforts, improve the project schedule and produce higher quality construction and services.

An architect and a contractor, Mike understands the inseparable nature of design and construction. To him, the most successful projects are those where design and construction professionals work in close partnership, and the effort is rooted in trust and teamwork among the owner, architect and contractor. The overall success of a project relies heavily on the team's understanding of the project constraints as well as its opportunities. Great projects provide innovative solutions that not only inspire, but also are functionally responsive, technologically sound, and fiscally responsible. This philosophy has positioned him as a recognized leader on design-build and alternative project delivery systems. Mike's understanding of a multitude of project types, budgets and delivery systems strengthens his belief that integrating design and construction teams can offer tremendous benefits to many clients, designers and builders.

Mike earned a bachelor's degree in architectural studies as well as a Master of Architecture degree at the University of Illinois at Urbana-Champaign.

RELEVANT PROJECT EXPERIENCE

Mount Prospect Fire Station, Public Works Renovation & Emergency Operations Center –

Mount Prospect, Illinois

- 23,600-SF masonry and steel LEED Silver certified fire station with basement, two floors above grade, standing seam metal roof, three vehicle bay, large training room and living quarters for seven firefighters
- 4,500-SF emergency operations center (EOC) designed in accordance with the stringent Miami-Dade building code
- Public Works renovation includes two new additions totaling 3,500-SF that houses paint spray booth and vehicle maintenance area, 1,100-SF interior renovation of general office area and a 4,300-SF pre-engineered facility that houses the Village's equipment and materials
- LEED Gold certified

Romeoville Fire Station No. 3 – Romeoville, Illinois

- 13,500-SF one-story facility including concrete foundations, steel superstructure, cold-formed exterior metal framing with interior and exterior masonry walls
- Asphalt single roof system
- Metal trusses & aluminum storefront windows
- MEP systems consisting of air handling and condensing units with VAV boxes
- Two large community rooms



PROPOSED PROJECT TEAM



EXPERIENCE

23 years construction experience

WORK HISTORY

Date of hire: April 16, 2012

EDUCATION

Keller Graduate School of Management
Elgin, Illinois
MBA (Project Management)
University of Illinois
Chicago, Illinois
Bachelor of Arts (Economics)

CERTIFICATIONS / AFFILIATIONS

LEED Accredited Professional
Certified Professional
Constructor, American Institute of Contractors

REFERENCES

Bartlett Fire Protection District
234 North Oak Avenue
Bartlett, IL 60103
Mike Figolah, Assistant Fire Chief
630.233.5478

Infant Welfare Society
3600 W. Fullerton Avenue
Chicago, IL 60647
Marta Gazda Auskalis, Board Member
312.629.3355

Schroeder Murchie Niemec
Gazda-Askaulnis
Marta Gazda Auskalis
936 West Huron Street
Chicago, IL 6064er
312.829.3355

ERIK J. MAGSAMEN, LEED AP – PROJECT EXECUTIVE

With over 20 years in the field and a strong background in preconstruction, design-build and subcontractor management, Erik is a true soup-to-nuts manager. His wide range of experience encompasses healthcare, public sector, public safety, hospitality, industrial and interior construction and includes LEED, renovation and ground-up projects from \$100,000 to \$40,000,000.

RELEVANT PROJECT EXPERIENCE

Bartlett Fire Protection District, Station #2 – Bartlett, Illinois

- 10,000-SF one-story fire station that includes the demolition of the existing building with the exception of the existing Apparatus Bay which will be renovated
- New addition includes a kitchen/dining room, dayroom, exercise room, work room, office, meeting room, alarm room, laundry room, living quarters, showers, and restrooms
- Completed two months ahead of schedule and under budget

Barrington Fire Department – Barrington, Illinois

- \$900,000 MEP design/build renovation of existing 9,000-SF facility to provide new sleeping quarters and apparatus bay

Buyers Flea Market – Chicago, Illinois

- \$15M, 150,000-SF new construction
- Includes ground floor retail and 400-spot rooftop parking deck
- Design-build delivery

Messenger Public Library – North Aurora, Illinois

- \$5M, 24,000-SF new single story facility constructed in nine months
- Guaranteed Maximum Price issued six months in advance of final bid documents

LaGrange Park Public Library – LaGrange Park, Illinois

- \$1.5M, 15,000-SF three phase buildout of 7,000-SF second floor with remodel of lower floors

Summit Public Library – Summit, Illinois

- \$5M, 18,000-SF new single story facility, constructed in ten months, with custom design/build curtainwall system

JIT Packaging – Elgin, Illinois

- 393,000-SF adaptive design-build and re-use of an existing 1968 warehouse
- Included office build-outs and renovations to create a warehouse/distribution center
- Demolition of the existing south elevation to create 29 new loading dock
- Extensive HVAC and electrical system demolition and upgrades for to meet the owner's requirements, building and International Energy Code Compliance

Harsco Corporation – Tulsa, Oklahoma

- 565,000-SF design-build renovation, including a 30,000-SF office demolition and build-out
- Unique challenge required filling and repurposing multiple deep floor trenches that were used to collect and re-melt glass scraps by the facility' previous tenant; some were converted into tornado shelters and others filled with recycled gravel
- Coordinated installation of 42 bridge cranes with 1,000 tons of runway support steel
- Provided all new electrical production infrastructure to service 50 welding booths and six paint booths



PROPOSED PROJECT TEAM



EXPERIENCE

5 years construction experience

WORK HISTORY

Date of hire: January 7, 2013

EDUCATION

University of Illinois at Urbana-Champaign
Master of Science, Civil Engineering, and Architecture
Bachelor of Architecture

CERTIFICATIONS

LEED Green Associate
OSHA 30-hour

REFERENCES

New Lenox Police Station
200 Veterans Parkway
New Lenox, IL 60451
Bob Sterba, Chief of Police
815.462.6131

Glen Oak Country Club
21W4511 Hill Avenue
Glen Ellyn, IL 60137
Jim Cardamone, General Manager
630.469.5600 x224

Crystal Lake Park District
One East Crystal Lake Avenue
Crystal Lake, IL 60014
Ann Viger, Park Planner
815.459.0680

Harvest Bible Chapel
800 Rohlwing Road
Rolling Meadows, IL 60008
Dean Butters, Associate Pastor of Business Operations
847.397.7005

MARGEAUX WARD, LEED GA – PROJECT MANAGER

As project manager, Margeaux will handle day-to-day point of contact with other members of the project team. She will be responsible for implementing and maintaining all project controls as well as administering all Leopardo contractual responsibilities. She will coordinate preconstruction responsibilities, communicate with the project team, establish a detailed master construction schedule, identify critical dates affecting project completion, monitor the construction schedule, conduct weekly construction meetings, review change orders, administer all Owner, prime contractor's contracts and lead preparation of cost estimates with estimating department.

RELEVANT PROJECT EXPERIENCE

Bartlett Fire Protection District, Station No. 2 – Bartlett, Illinois

- \$2.3M, 10,000-SF, one-story fire station that included the demolition of the existing building with the exception of the existing Apparatus Bay which was renovated
- Addition included a kitchen/dining room, dayroom, exercise room, work room, office, meeting room, alarm room, laundry room, living quarters, showers, and restrooms

New Lenox Police Department – New Lenox, Illinois

- \$11.2M, 34,994-SF, one-story police department
- Detention facilities including enclosed, secure sally port, detention block, DUI processing area, interview rooms, and juvenile detention facilities
- State-of-the-art multipurpose room with full multimedia capabilities, high density storage, administrative space and community room
- Site development including relocation and reconfiguration of existing utility systems infrastructure, shared, onsite and offsite detention facilities, and access road construction
- Program facilitating and implementing the use of local contractors and residents by specialized contractor procurement system

South Barrington Village Hall – South Barrington, Illinois

- \$2.1M, 10,998-SF addition to existing village hall and police station
- Includes council chambers, village offices, detention facilities, emergency command center and locker room
- Colonial style exterior with extensive façade

Children's Home + Aid Rice Center – Evanston, Illinois

- \$1.3M, 22,035-SF renovation of existing HVAC equipment and complete roofing replacement

West Chicago Sports Performance Center – West Chicago, Illinois

- \$3.5M, 24,000-SF new construction
- Practice space for baseball, soccer, golf, lacrosse, softball and weight training
- Features an artificial turf, weight training and informational kiosk

Glen Oak Country Club – Glen Ellyn, Illinois

- \$6.8M, 8,200-SF partial demolition, renovation and expansion
- Replaced a 25-yard six-lane pool originally constructed in 1939 that will also include a deck expansion, doubling the current space
- New children's pool and grass play area, concession/halfway house addition and renovation and expansion of the back patio that features bar areas, and an outdoor casual dining venue
- Demolition and construction of a bath house
- New domestic water system providing Lake Michigan water to the facility
- Improved entryway includes enhanced parking areas, dedicated bag drop, service drive aisles, motor courts, entry monument and fencing elements



PROPOSED PROJECT TEAM



EXPERIENCE

45 years construction experience

EMPLOYMENT HISTORY

Date of hire: August 7, 2000

CERTIFICATION/TRAINING

OSHA 30-hour

Preparing for LEED-AP

Master Electrician License
(Texas, 1984 – 1986)

Environmental Technical HVAC
Service graduate

REFERENCES

Bartlett Fire Protection District
234 North Oak Avenue
Bartlett, Illinois 60103
Michael Figolah, Assistant Fire Chief
630.233.5478

Harsco Industrial Air-X-Changers
5615 S. 129th Avenue
Tulsa, Oklahoma 74134
Ron Kuegler, Director of Operations
918.497.0920

SJS Realty Services, LLC
790 Estate Drive, Suite 150
Deerfield, Illinois 60015
Marc Siegel, Owner
847.236.9256

Barrington Orthopedic Associates
929 West Higgins Road
Schaumburg, Illinois 60165
Shelby Dotsun
630.768.8790

Village of Romeoville
13 Montrose Drive
Romeoville, Illinois 60446
Dawn Caldwell, Assistant Village
Manager
815.886.0279

FRANK HANSON – SENIOR SUPERINTENDENT

With 45 years in the field, Frank has well over a million square feet of project experience in the areas of healthcare, retail, municipal and public safety construction, including supervising Leopardo's very first LEED certified project. Frank is equally comfortable running large, complex, multi-phase healthcare jobs with specialized technology requirements as well as fast-track and quick-turnaround build-outs of small retail spaces.

RELEVANT PROJECT EXPERIENCE

Bartlett Fire Protection District, Station #2 – Bartlett, Illinois

- 10,000-SF one-story fire station that includes the demolition of the existing building with the exception of the existing Apparatus Bay which will be renovated
- New addition will include a kitchen/dining room, dayroom, exercise room, work room, office, meeting room, alarm room, laundry room, living quarters, showers, and restrooms

Mount Prospect Fire Station, Public Works Renovation & Emergency Operations Center – Mount Prospect, Illinois

- 23,600-SF masonry and steel fire station with basement, two floors above grade, standing seam metal roof, three vehicle bay, large training room and living quarters for seven firefighters
- 4,500-SF emergency operations center (EOC) designed in accordance with Miami-Dade building code
- Public Works renovation includes two new additions totaling 3,500-SF that houses paint spray booth and vehicle maintenance area, 1,100-SF interior renovation of general office area and a 4,300-SF pre-engineered facility that houses the Village's equipment and materials

Romeoville Fire Station No. 3 – Romeoville, Illinois

- 13,500-SF one-story facility including concrete foundations, steel superstructure, cold-formed exterior metal framing with interior and exterior masonry walls
- Asphalt single roof system
- Metal trusses & aluminum storefront windows
- MEP systems consisting of air handling and condensing units with VAV boxes
- Two large community rooms

Harsco Corporation – Tulsa, Oklahoma

- 565,000-SF design-build renovation, including a 30,000-SF office demolition and build-out
- Unique challenge required filling and repurposing multiple deep floor trenches that were used to collect and re-melt glass scraps by the facility's previous tenant; some were converted into tornado shelters and others filled with recycled gravel
- Lighting upgrade throughout the entire facility
- Coordinate installation of 42 bridge cranes with 1,000 tons of runway support steel
- Provide all new electrical production infrastructure to service 50 welding booths and six paint booths

Crystal Lake Park District, West Beach Community Building – Crystal Lake, Illinois

- \$1.7M, 3,400-SF multi-purpose community beach house
- Lakeside deck and multiple rain gardens
- Removal of existing sheeting which was replaced with a rosetta stone seawall

Anti-Cruelty Society Animal Intake – Chicago, Illinois

- \$3M, 6,000-SF renovation of animal intake space
- Included animal holding areas, exam rooms, emergency room, processing rooms, storage area and reception area
- Installation of three new rooftop air handling unit, new HVAC distribution system and modernization of chilled water system



PROPOSED PROJECT TEAM



EXPERIENCE

17 years construction experience

EMPLOYMENT HISTORY

Date of hire: June 1, 2006

EDUCATION

Illinois State University
Normal, Illinois
Bachelor of Science, Industrial
Technology/Construction
Management

REFERENCES

City of Aurora
1510 West Downer Place
Aurora, Illinois 60506
Barb Kattermann, former Owners
Rep. (now retired)
630.404.6697

City of Aurora
44 East Downer Place
Aurora, Illinois 60505
Ted Beck, Chief Technology
Officer
630.417.7494

Energy Veritas
Mt. Prospect, Illinois 60056
Dennis Garde, Principal
312.772.3720

Harvest Bible Chapel
1000 Randall Road
Elgin, Illinois 60123
Dave Eichmann, Pastor
847.398.7005

NEIL DOSE – SECURITY / LOW VOLTAGE / MECHANICAL/ELECTRICAL/PLUMBING COORDINATOR

Neil Dose has been assigned to this project because of his specific expertise in mechanical, electrical, plumbing and security systems. His resume is loaded with complex projects, including the Aurora Police Headquarters, one of the nation's largest police facilities, and the Scottish Rite Valley of Chicago, one of the nation's most unique and multi-functional spaces. Neil's expertise also includes early clash detection between MEP and structural systems and project commissioning.

As MEP Coordinator, Neil scrutinizes every facet of the architectural and engineering systems, addressing any issues of constructability, design, scope of work for subcontractors, structural elements, document translation, etc.

Buildings are more complex than ever with a significant portion of our clients' investment tied up behind the walls or above the ceiling. Realizing the critical nature of these unseen systems, Leopardo places the utmost importance on the coordination and synergy of MEP (mechanical, electrical, plumbing) engineering. With a comprehensive and strategic approach aimed at saving our clients' time and money, our dedicated MEP Coordinator rolls up his sleeves as early as possible in the project and works in concert with architects and engineers to review and scrub the systems to catch any potential problem before it's too late or costly. Our attention to detail is what sets us apart. Thanks to Leopardo's MEP Coordinator role on a recent project, we pinpointed a list of 1,200 MEP conflicts and concerns that were resolved before any additional expenses were accrued. As we demonstrate to our clients, the earlier we're involved in a project, the greater potential for providing solutions and savings.

Utilizing 3D Building Information Modeling (BIM), we reduce the risk of delays and field RFIs, which may increase additional costs or stretch the schedule. At the commissioning stage, when the design and construction becomes a living and breathing building, functionality inspections will be thoroughly implemented to ensure optimal performance of mechanicals, electrical, plumbing, fire protection, security, air quality, interfaces, controls, off gassing, HVAC, environmental controls, low voltage, voice data, telecom, emergency backup systems, etc.

RELEVANT PROJECT EXPERIENCE

Glen Ellyn Police Department – Glen Ellyn, Illinois

- \$13.5M, 30,000-SF, 2-story police headquarters on a 4-acre site
- Includes detention facilities and an enclosed sally port, as well as evidence processing with storage and vehicle exam, emergency operating center, community room and fitness area
- Site work includes mass grading, utility work, bioswales, native planting and hardscaping
- Design-build project with 11-month preconstruction phase

West Chicago Sports Performance Center – West Chicago, Illinois

- \$3.5M, 24,000-SF new construction
- Practice space for baseball, soccer, golf, lacrosse, softball and weight training
- Features an artificial turf, weight training and informational kiosk

Hanover Park Police Station – Hanover Park, Illinois

- \$16M, two-story, 63,000-SF new construction of a police station
- Includes a partial basement, detention facilities and enclosed sallyport, evidence processing, including storage and vehicle exam area, firing range, emergency operations center and community room



ACKNOWLEDGEMENTS

Leopardo has reviewed the Service Contract included in the Request for Qualifications and Fee Proposal and the terms are acceptable.



CERTIFICATIONS BY CONTRACTOR

Eligibility to Contract

The undersigned hereby certifies that the Contractor is not barred from bidding on or entering into this contractor as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Leopardo Companies, Inc.
Name of Contractor (please print)


Submitted by (signature)

Vice President
Title

Certificate of Compliance with Illinois Human Rights Act

The undersigned hereby certifies that the Contractor is in compliance with Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended.

Leopardo Companies, Inc.
Name of Contractor (please print)


Submitted by (signature)

Vice President
Title

Certificate of Compliance with Illinois Drug-Free Workplace Act

The undersigned, **having 25 or more employees**, does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of the work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Leopardo Companies, Inc.
Name of Contractor (please print)


Submitted by (signature)

Vice President
Title

PROJECT APPROACH

PRECONSTRUCTION

Our **LeoLock preconstruction process** is widely recognized for “locking” in accurate pricing early in the process, giving customers the confidence of knowing the right price.

Of course budgets may change, but with LeoLock you can feel certain that the numbers provided align precisely with your project scope at the time. **In fact, 99 percent of our estimates fall within 2 percent of our projected cost.** More so, our preconstruction process is widely recognized for expediting project delivery so our clients benefit from quicker revenue generation, the ability to pay debt service sooner, and the ability to serve the community earlier. At Leopardo, we work hand-in-hand with architects and engineers to provide constructability reviews, model analysis, coordination and cost analysis to guide the design within budget parameters. We collaborate utilizing building information modeling (BIM) and offer insight throughout design and development to ensure that your new facility is economical, efficient and exceptional. Our early involvement and expertise in all of these measures will bring your project in on time and under budget.

LeoLock Preconstruction Package

Custom plans are developed for each respective project



LeoLock Preconstruction Philosophy

While custom plans are developed for each respective project, our philosophical approach remains consistent across every project:

DEFINED EXPECTATIONS

During programming and schematic design, we define the owner's expectations for scope, quality, schedule and budget. Establishing the owner's expectations creates the roadmap for the entire project.

COMMUNICATION

The more we collaborate and exchange ideas, the better the project outcome. As we expand communication among owner, occupants, designers, contractors, code officials, vendors and tradesmen, getting things right happens the first time.

COLLABORATION

The most successful projects are those where the owner, architect and contractor truly work as a fully-integrated team. This creates team synergy, which in turn improves quality and performance for a more successful project.

DETERMINATION

Leopardo does not believe in the “it is what it is” or “it takes what it takes” mentality. Our determination to complete a job within budget and ahead of schedule sets us apart from the rest of the industry.

4-Step Cost Modeling Process Ensures Your Project Stays on Target

1

Kick-Off Meeting/
Initial Estimate

2

Schematic
Design (SD)

3

Design
Development (DD)

4

Construction
Document (CD)



PROJECT APPROACH

PRECONSTRUCTION

INTEGRATED PRECONSTRUCTION TEAM APPROACH

Unlike other contractors, who typically ask their project managers to do their own estimating and then run the project or who maintain separate estimating and construction departments, Leopardo offers a fully-integrated estimating and construction team. Our advantage is the project manager still serves as a single point of contact while Leopardo's trade-specialized estimators and industry-leading construction professionals collaborate in developing cost models, schedules, general conditions, site logistics and safety planning.

OUR OPEN-BOOK APPROACH

We help the entire team better understand and visualize the true costs of each building option. More importantly, we help predict any site challenges while simultaneously uncovering considerable time and cost savings solutions, allowing the client to put money back in its pocket or the project. The project and client benefit tremendously from aggressive negotiating, bulk packaging power, best-in-class estimators, more horse power to provide quicker and more accurate work, increased resources, larger bidder lists, extreme attention to detail, expert understanding of construction economies, better communication and much more.

OUR ESTIMATING INNOVATION AND TECHNOLOGY

Combining state-of-the-art technology with our industry-leading expertise, Leopardo delivers more detail and depth in its estimates than any other contractor. Upon seeing our preconstruction estimate, one client recently exclaimed, "Wow, you've really differentiated yourselves from the rest of the marketplace!" With Leopardo, you will be armed with more information than ever so you can see exactly how we reached our numbers. That knowledge will translate to cost savings and answers to virtually every design question.

Also unique among the industry, Leopardo maintains real-time, automated cost control log that serves as an interactive decision making tool and allows the entire team to manage scope creep and see at a glance the value of all project elements, whether accepted, rejected or pending, as well as their respective dollar implications. This transparent cost control log means the team can see the value of all decisions as they're being made so every penny is being used and planned as wisely as possible.



Various estimating budget deliverable books

LONG LEAD ORDER + PROCUREMENT TRACKING

During the preconstruction period, all long lead and national account items and any owner provided equipment are identified. Once these items are identified, the project manager prepares a comprehensive log for tracking the long lead items. These items are then layered into the master construction schedule to establish milestone delivery dates for the key items. The delivery dates are locked in through purchase orders and contract agreements. The project team continues to monitor the progress of manufacturing and shipping of these critical items to assure that the promised delivery dates are met. If we detect any possible delays, this rigorous process usually allows sufficient time to adjust the schedule.

SUBCONTRACTOR PROCUREMENT

Our team maintains an extensive subcontractor database. Once the project criteria are known, the database is queried and subcontractors identified on the basis of project experience, project complexity and size, proximity to proposed job location and available manpower. Each subcontractor must be prequalified through an initial qualification and detailed project scope review. It is our practice and policy to invite active participation from all key project team members, including the development and design teams when subcontractors and suppliers are being selected. Your input is both relevant and important in the subcontractor selection.



PROJECT APPROACH

SAFETY



With safety as one of our core values and a company culture that thrives on continuous improvement, Leopardo is never complacent when it comes to the protection of people and projects. Industry awards and accolades are nice, but the most important way we measure achievement is by our ability to send our more than 400 employees home to their families every night safely. Through employee empowerment and training, we all take an active role in looking out for one other. After that, there are dozens of ways to demonstrate Leopardo's industry-leading strength in safety. One common benchmark is the experience modification rating (EMR), which is the rating of the National Council on Compensation Insurance measuring past cost of injuries and future chance of risk. Every year, Leopardo's EMR significantly beats the national average, which is even more impressive when considering the size of our field force. Unlike many of our competitors, who are mostly comprised of office staff, Leopardo also employs and protects a field force of more than 200 tradespeople, which makes our industry-leading numbers even more impressive.

To accomplish this and sustain a successful track record, we focus our safety program on three pillars:

1

INNOVATION

Safety is more than hard hats and safety glasses. At Leopardo, we utilize an unparalleled set of leading-edge tools, technology and processes to proactively protect our people, clients, their staff and everyone who comes in contact with our projects, including:

- Predictive analysis tools utilizing mobile technology to reduce risks
- OSHA partnerships
- EDGEguard barrier systems to exceed infection control guidelines
- Dustless, noiseless and cordless tools
- PAnti-fog and bifocal safety eyewear
- Cut-resistant Kevlar glove technology
- Negative pressure differential devices to protect from microscopic construction debris
- Lead, asbestos, mold remediation

2

TRAINING

To sustain the highest levels of safety, Leopardo empowers its employees to take proactively corrective measures. Striving for a zero-injury environment, we also make available a comprehensive menu of safety coursework, including:

- OSHA 30-hour (required of every superintendent and foreman)
- Fall protection
- Crane/crane rigging
- Soil condition evaluations
- Fire protection systems
- Material handling
- Ladder, scaffold and aerial lifts
- Safety leadership workshop
- Life safety code 101
- NFPA 70E - Electrical Hazards

3

ACHIEVEMENT

Our peers in construction along with members of the media and trade organizations have regularly recognized Leopardo as a leader in safety excellence. Industry safety awards that Leopardo has recently won include:

- Safety Excellence Award by the Fox Valley Associated General Contractors organization.
- Builders Association Safety Excellence Award
- Illinois Security Chiefs' Award of Excellence
- Associated General Contractors' Safety Excellence Award
- Construction Safety Association's Robert M. Farrell Safety Award



PROJECT APPROACH

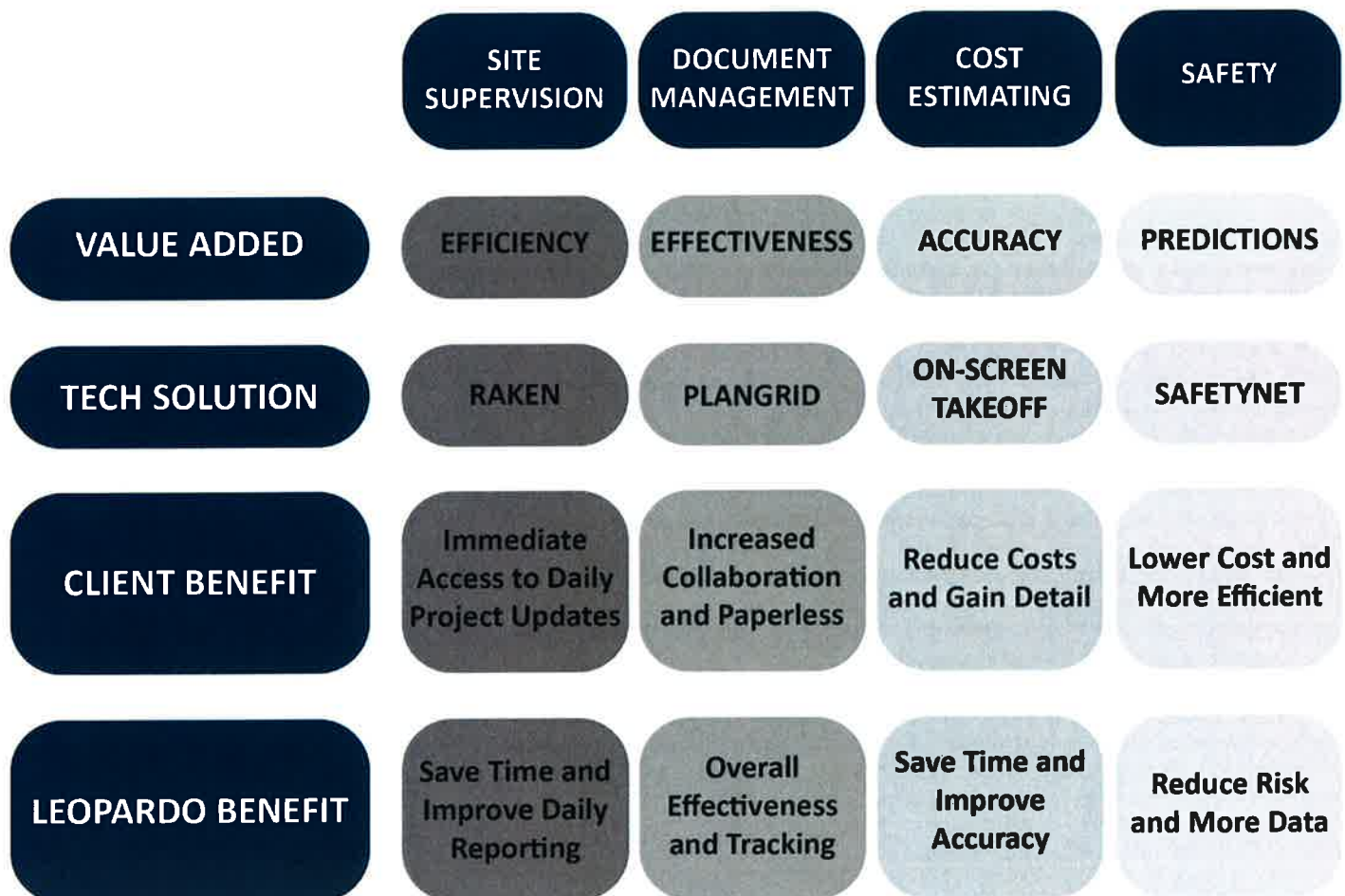
TECHNOLOGY + TOOLS

TECHNOLOGY CAPABILITIES

To provide our clients with the highest levels of service, Leopardo manages its projects and operations with a complete suite of sophisticated technological capabilities intended to improve all aspects of construction. More so, Leopardo actively participates in industry tech incubators and regularly tests the latest software and hardware to ensure it stays cutting edge. As the trusted builder for many of the world's leading tech firms, we pride ourselves on being tech savvy and continuously improving.

Leopardo clients frequently rave about our ability to deliver fewer problems, greater value and better decision-making. Aside from recruiting and retaining top talent in the industry, Leopardo accomplishes this by masterfully integrating the latest and greatest construction tech. On the software side, advanced applications for mobile, tablet and desktop technology allow us to reduce costs, save time, improve accuracy, gain overall efficiency and provide all around better service. Leopardo's tech includes a full range of preliminary design, digitized estimating, web-based bid procurement and drawing distribution, cloud-based document management, and online collaboration. Below is a matrix showcasing a few of Leopardo's proven in-house technology capabilities and how they dramatically improve the construction experience for our customers.

LEOPARDO TECHNOLOGY CAPABILITY FRAMEWORK



PROJECT APPROACH

TECHNOLOGY + TOOLS



PLANGRID FAST FACTS

1 FASTEST PLAN VIEWER

PlanGrid means real work, real fast

2 ONE MASTER SET

We maintain one master set with automatic version control to keep the entire team up to date

3 SAFE + SECURE

PlanGrid protects your data through AES-256 bit end-to-end encryption

4 VIEW FROM ANYWHERE

PlanGrid allows the project team to work on or offline by synchronizing all markups and documents

5 ISSUE TRACKING + PUNCH LISTS

We utilize PlanGrid's punch lists to capture photos, locations, and notes from issues in the field

6 PROGRESS PHOTOS

Allows us to automatically tag, sync and archive photos in one spot

PLANGRID

As an industry-leading contractor, Leopardo regularly works with cutting-edge technology to save our clients time and money. From smart devices and sophisticated apps to cloud computing, Leopardo maintains an impressive tech tool belt aimed at delivering projects faster, smarter and better.

Leopardo's collaboration app, called PlanGrid, is worth noting separately. PlanGrid eliminates the costs and frustrations of dealing with paper-based plans, and instead presents building drawings on our fleet of iOS and Android-based tablets and smart phones with lightning-fast speed. Its efficiency means we can get real work done real fast – no more waiting for plans to render. With PlanGrid, we maintain one master set of drawings with automatic version control that keeps the entire project team up to date so we're never building off outdated drawings.

We utilize PlanGrid's punch lists to capture photos, locations and notes from issues in the field, so all team members are in sync with a rolling log. This instant reporting can reduce the time to correct any issue and insure the highest level of quality throughout the building process.

PlanGrid automatically syncs notes, markups and photos to all project team devices, and it is securely backed up in the cloud. At the end of the project, all the data is available for easy export. PlanGrid also automatically turns detail callouts into hyperlinks so project team members can navigate through plans faster than ever.

As a cloud-based service, PlanGrid delivers blueprints directly to the tablet. When a modification needs to be made, that can be directly noted on the plan within the app. PlanGrid makes the rendering and scrolling of those drawings significantly faster, as well.

BENEFITS OF USING PLANGRID

- Easy to access complete full set of drawings in the field
- Safe and secure – protected with encryption
- View from anywhere – work online or offline
- Easy and immediate tracking of updates and markups
- Tag, sync and archive project photos in one spot, insert photos into drawing
- Make annotation directly into the drawing and share with project team
- Share a full-size drawing, a packet or a selected screenshot area
- Prepare and share an RFI instantly and directly from the field
- Interact with multiple revisions and see when they were created and modified
- Photos automatically record who took them, the date and the drawing it's pinned to
- Built-in measuring tool



PROJECT APPROACH

BUILDING INFORMATION MODELING (BIM)



VIRTUAL DESIGN AND CONSTRUCTION

A virtual model is only as good as the information being fed into it, and only as useful as the people who use it. This is where our clients, design partners, and subcontractors tell us Leopardo stands apart. Virtual design and construction (VDC) is a process that allows all stakeholders to work collaboratively to make the right decisions at the right time, ensuring the highest quality project.

Leopardo uses building information modeling (BIM) and virtual design and construction (VDC) from the very beginning of the project. Models begin to develop as part of preconstruction, site logistics and construction logistics to enhance communication through visualization. They continue to develop throughout design and construction, helping ensure the design and construction teams, as well as the owner remain coordinated. During construction, trade subcontractors each create highly-detailed models to find and resolve conflicts virtually and aid field installation. Then data-rich models, representing the as-built conditions, supplemented with asset information can be delivered to building operators to enhance facilities management.

MANAGING THE MODEL

Leopardo manages the overall BIM/VDC process during construction. Models are generated by a team of experts in their field who convey every detail of their particular system. We rely on this level of expertise to build and manage their individual models, while Leopardo manages the overall integration into one cohesive tool that is utilized and accessible to all, whether on your desktop, mobile device or via the web. Regardless of device or technological expertise, our models are truly available to all stakeholders.

In the MEP coordination process, for example, specialty contractors develop their system models in parallel with Leopardo developing supplemental construction models. Then, as a team, we take a managed, hands-on approach to evaluate, coordinate and resolve issues between all the models. These are used to fabricate building components, reducing waste and transferred into robotic layout equipment, guaranteeing everything is installed in the correct location. As a result, this disciplined, systematic approach ensures a successful and efficient installation.

MOCKUPS

Leopardo began using mockups over a decade ago. In the years since, we consistently use this lean approach on many of our projects. Among the many benefits are the potential to impact budgets and schedules, and provide the team the opportunity to work together to find the best and most cost-effective solutions. Owners expect perfection during the construction of their building. Lessons learned from testing options during various mockup scenarios help facilitate team discussions that lead to better buildings and spaces, with fail-proof details, that achieve the project's goals. Functional testing of materials and how they transition into each other gives stakeholders and end users the ability to see and make changes up front, before the design is finalized. It can also yield information that potentially changes building and assembly sequences, and identify maximum opportunities for prefabrication – which reduces the schedule and cost.

PREFABRICATION

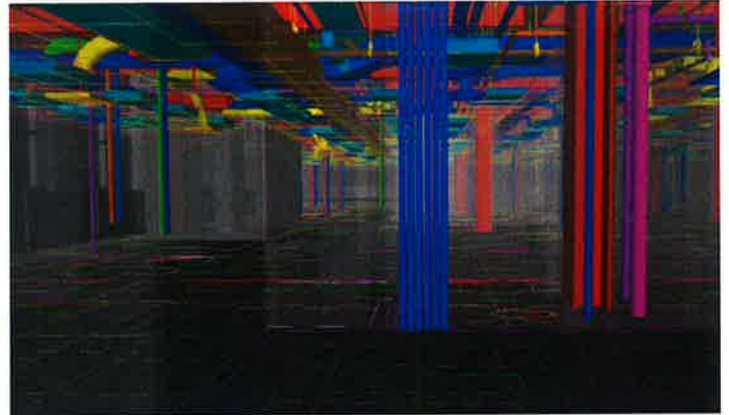
We are fortunate that most AEC firms in our region are embracing the idea of prefabrication and are willing to take input from contractors to modify details that allow more prefabrication. This lean and sustainable process has great potential to save time and money. Leopardo's experience is that it also improves quality, which results in a safe and efficient construction installation that performs to your expectations. Our many years of experience with offsite prefabrication includes leveraging our advanced integrated design and 3D modeling capabilities to prefabricate as many pieces as possible.



PROJECT APPROACH

BUILDING INFORMATION MODELING (BIM)

BIM CASE STUDY | University of Chicago Comer Children's Hospital | Chicago, Illinois



Leopardo employed BIM for the complete coordination of all mechanical, electrical, plumbing, fire protection, and pneumatic tube systems throughout this 24,000-square-foot second-story hospital build-out. The project included seven treatment rooms, three procedure rooms, eight exam rooms and 11 infusion rooms.

The architect's Revit model, consisting of core and shell components, as well as structural data, acted as the base model. 3D CAD files from each MEP/FP trade were integrated used to run a series of clash detection meetings, pinpointing all potential challenge areas on the project. Once all collisions were resolved, the subcontractors used the coordinated model for layout, fieldwork and prefabrication of key components.

The BIM process also resolved challenge areas involving a 24/7 emergency department and trauma center by providing proper design analysis and constructability reviews prior to the work commencing. This process enabled Leopardo to significantly minimize interruptions to the client's day-to-day operations.

With BIM, Leopardo was able to deliver the building quicker than a traditional coordination process would allow, with significantly less change orders, saving the University of Chicago both time and money.

PROJECT SUMMARY

Scope
24,000-square-foot hospital build-out

Cost
\$5,618,660

Duration
34 weeks

OWNER / ARCHITECT

University of Chicago Medical Center
McDonough Associates



PROJECT APPROACH

LEAN PRACTICES



TARGET VALUE DESIGN

Lean projects begin and work best with achieving target value design for our clients, which simply means that design meets the budget. Rather than estimating a project based on a design, the design is aligned with the estimate. This approach is proven to eliminate excessive rework, re-pricing, and of course, change orders. At Leopardo, that's just the start. By engaging the extended design team and our clients in a leaner approach, we harness the talents and insights of all participants to find ways of delivering time and cost savings. This supports not only higher quality execution, but also a less stressful environment.

- **Early space scanning and Revit 3D modeling** improves accuracy and communication
- **Flow-mapping** identifies potential schedule snags and operational efficiencies
- **Just-in-time deliveries** speed construction in the field, makes for a safer and less-cluttered jobsite and reduces neighborhood congestion and carbon emissions
- **Materials-on-wheels** are easily moved, reducing congestion and wasted labor, and allowing subcontractors to get started in an area without obstructions in their way
- **Prefabricating** systems offsite makes for quick, efficient and easy installation onsite, while plug-and-play systems allow greater accuracy and less stress
- **Pull Planning** engages all the moving parts and pieces in collapsing the schedule time, ganging up activities that can happen simultaneously, creating work zones, and eliminating redundancies and delays
- **Kanban System**, a scheduling system that relies on visual signals to control inventory, reduces stockpiling and excess supplies, which saves cost and space
- **Measuring results** throughout the project allows us to adjust and improve on every project
- **Applying lessons learned** yields greater insights into collaboration and accountability

LEAN CONSTRUCTION TECHNOLOGIES

Collaboration also means sharing information, which produces huge benefits. Leopardo is a big proponent of the use of construction technologies, and some of the things that Leopardo likes to recommend include:

- The use of 3D modeling by all design disciplines
- Making sure the shared Revit model is always up-to-date and current, which promotes an exceptional level of collaboration and problem solving that will translate to real benefits and savings
- Use PP during design, not just during construction.
- Begin the detailing/shop drawing process during design to identify critical areas.
- Consider design-assist for multiple building systems to clarify scope, increase coordination and minimize or eliminate value engineering
- Streamline the process by delivering the 3D model directly to the supplier to fabricate without shop drawings when practical
- Push forward preassembly of overhead MEP systems in manageable sections
- Use 3D modeling and virtual mockups to produce integrated drawings to actively support construction in the field
- Have all stakeholders, including the design team and trades, utilize PlanGrid support for document management, information sharing and quality control



**FINANCIAL STRENGTH**

If the following information is not suitable for your needs and you require additional information, please contact:

John D. Ward, Jr.
Chief Financial Officer
Leopardo Companies, Inc.
Phone: 847.783.3000

Leopardo Companies, Inc. has grown steadily and substantially since its inception, continuously demonstrating solid levels of profitability.

As a result of its strong equity position and successful management strategies, Leopardo has been granted preliminary approval to pursue projects of any size for which the management/operations staff and expertise are available in the organization.

The enclosed bonding letter is submitted as further evidence of our favorable performance record and financial position.

Dun & Bradstreet

#09-678-6447

Bonding

See enclosed bonding letter.

Insurance

See enclosed certificate of insurance.


Financial References

See enclosed reference list.



FINANCIAL STRENGTH

CERTIFICATE OF INSURANCE

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
				11/21/2016		
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PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 300 S. Riverside Plaza, Suite 1900 Chicago IL 60606		CONTACT NAME: Certificate Service Center PHONE (A/C, Ho, Ext): 312-704-0100 FAX (A/C, No): 312-803-7443 E-MAIL: chi_certificates@ajg.com ADDRESS:				
INSURED LEOPCOM-02 Leopardo Companies, Inc. 5200 Prairie Stone Parkway Hoffman Estates, IL 60192		INSURER(S) AFFORDING COVERAGE INSURER A: American Guarantee and Liability In INSURER B: Zurich American Insurance Company INSURER C: Ohio Casualty Insurance Company INSURER D: Hiscox Insurance Company Inc. INSURER E: INSURER F:		NAIC # 26247 16535 24074 10200		
COVERAGES		CERTIFICATE NUMBER: 798284160		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL. SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		GLO022309100	11/19/2016	11/19/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BAP022308900	11/19/2016	11/19/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Ded. Comp/Collision \$1,000 / 1,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0		AUC022310200	11/19/2016	11/19/2017	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC022309200	11/19/2016	11/19/2017	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Excess Liability		ECO(17)57643347	11/19/2016	11/19/2017	Occur/Aggregate Limit \$8,000,000
D	Crime		UVA150618416	11/19/2016	11/19/2017	Limit \$2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
Certificate issued as evidence of insurance.						
CERTIFICATE HOLDER				CANCELLATION		
Evidence of Insurance				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE 		
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BARTLETT FIRE PROTECTION DISTRICT

234 N. Oak Avenue • Bartlett, Illinois 60103 • Phone: 630-837-3701 • Fax: 630-837-4052
November 21, 2013

Leigh A. McMillen
Leopardo Companies
5200 Prairie Stone Parkway
Hoffman Estates, IL 60192

Dear Leigh,

I want to express my sincere appreciation for another outstanding job performed by Leopardo. It was my past experience with Mike Behm, Frank Hanson, you, and the entire Leopardo team that earned you the Bartlett Fire Station 2 project.

Erik Magsamen was new to me and I was very leery when he was brought in because I hadn't worked with him and it was important that we progress with a proven team. I felt spoiled because I had worked with the best in Mount Prospect. As you can imagine, I didn't want any less quality.

It didn't take too long for my confidence to grow in Erik as the job started to take shape. And now at the completion of the project, I can now say that there is yet another high quality person at Leopardo. It is apparent that Erik wants to make sure the customer is taken care of. He solved problems that he didn't own, worked into the night on several occasions, called me when I know he was on vacation, and was always there to make our construction process as smooth as possible. Thank you for introducing Erik to the Bartlett Fire Station 2 project. He is going to be a top pick in the next Leopardo project!

So, we end another chapter of working together – for now. And I can't express enough gratitude for the professionalism that Leopardo brings to the table.

Sincerely,

Michael J. Figolah
Assistant Fire Chief

James R. McCarthy
President

Kevin R. Wiley
Secretary

Donald A. Wisniewski
Treasurer

Jay P. Langfelder
Trustee

John A. Whitmer
Trustee



**COMMENTS FROM
THE PUBLIC**

ADJOURNMENT