



**Capital Development Board**  
Building a Better Illinois

***Request for Proposal  
for  
Design-Build Services***

***Construct Northern Illinois Center  
for Community Sustainability***

***Northern Illinois University  
DeKalb, Dekalb County, Illinois***

***CDB Project # 822-010-135***

***July 22, 2025***

## **RFP/CONTRACT FORM**

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### **ATTACHMENTS**

1. PROPOSAL TRANSMITTAL FORM for DESIGN-BUILD PROJECTS (DB-PTF)
2. DESIGN-BUILD PRICING SCHEDULE (DBPS)
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6. REFERENCE QUESTIONNAIRE
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9. PC-2 WORKFORCE PROJECTION
10. SELECTION CRITERIA WEIGHTING
11. BID BOND
12. SUPPLEMENT TO SD-DB 3/2017

## **SECTION 00 21 16 – INSTRUCTIONS TO PROPOSERS**

- .1** You are invited to submit a proposal to provide Design-Build services for CDB Project # 810-022-135, Construct Northern Illinois Center for Community Sustainability, DeKalb, DeKalb County, Illinois.
  - A. There will be a pre-proposal meeting held at 10:00am on July 29, 2025 via Webex: <https://illinois.webex.com/illinois/j.php?MTID=md6598f77e4cc4b4ce088403f4fc825f0>.
  - B. Phase I submittals are due August 28, 2025 by 2:00 p.m.
  - C. Site visits will be allowed for Phase I, however, no formal site visit will be conducted.
  - D. There will be a mandatory pre-proposal meeting for firms selected to participate in Phase II. Specific information regarding this meeting will be provided to firms at a later date.
  - E. Individual meetings between the shortlisted firms, the using agency and CDB will be held on [Date]. The purpose of these meetings is to give the Design-Build Entity an opportunity to vet cost reduction ideas with the using agency and CDB to determine whether or not they should be pursued as a deviation in the Phase II proposal. All information discussed in these meetings will be considered confidential and will not be shared with any other party not participating in the meeting. Specific information regarding the time and location of the meeting(s) will be provided in the Phase II Invitation.
  - F. Phase II submittals for firms that are short-listed are due January 26, 2026 by 2:00 p.m.
  - G. Interviews for firms selected to participate in Phase II will be February 17, 2026, with additional interviews on February 18, 2026, if necessary. The 8 person limit indicated in the Standard documents for Design-Build will not be enforced. However, please respond as requested in the Phase II Invitation by February 3, 2026 to indicate how many people will be present to represent your team.
  - H. The designers, performing licensed design services, and all major contractors/subcontractors performing any of the General, Plumbing, Heating, Ventilation, and Electrical work **must** be prequalified with CDB, as an A/E or contractor, before the Phase I submittal deadline. CDB does not prequalify the DB entity separately. Prequalification as a Construction Manager is not acceptable. See section 00 21 05 of the Standard Documents for Design-Build Projects 2007 (SD-DB).
- .2** This Request for Proposals (RFP) is for the design, permitting, site preparation, and construction of the facility in accordance with the approved bridging documents.
  - A. These facilities must be designed and constructed applying the principles and practices of sustainable design and development using U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) for New Construction and Major Renovations. LEED Gold Certification will be required at a minimum.
  - B. This RFP is for a Firm Fixed Price Contract.
- .3** Any questions or requests for clarifications, and information concerning this RFP should be submitted via email and must be received by 5:00pm on August 19, 2025 (for Phase I submittals) and by 5:00pm on January 19, 2026 (for Phase II submittals) to the CDB Project Manager at the email address below:

Kenneth Watkins  
**CDB Project # 822-010-135**  
**Construct Northern Illinois Center for Community Sustainability**

Send inquiries to: [CDB.822-010-135@Illinois.gov](mailto:CDB.822-010-135@Illinois.gov)

All responses to inquiries, questions or requests for clarifications will be published under the Design-Build section of CDB's volume of the Illinois Procurement Bulletin located on the CDB website at <https://cdb.illinois.gov/procurement/design-buildprojects.html> .

**.4 Submitting Proposals.**

- A. Phases I and II: Offerors must submit one (1) electronic copy via CDB's e-Builder Bidding Module for this specific project. The portal can be accessed via the "SUBMIT PROPOSAL/QUALIFICATIONS" link on the webpage for the project. Upload of the submittal must be completed prior to the published deadline as indicated above for the appropriate Phase.
- B. B. Phase II: Offerors must also provide one (1) physical sample of color boards at the time of their scheduled interview (digital copies of the color boards are to be included in the electronic submittals).
- C. C. **HAND CARRIED PROPOSALS:** Hand Carried Proposals WILL NOT be accepted.

**.5 Two Phase Design-Build RFP Process.**

- A. This procurement is being solicited using a Two-Phase RFP process authorized by the Design-Build Procurement Act (30 ILCS 537/1 et seq.). As part of Phase I, DB entities shall submit their past performance history, including performance on design-build projects, basic technical approach, and capability information for review and consideration by the CDB. Following the review, evaluation, and rating of these proposals, the CDB may select at least two (2), but not to exceed six (6), of the highest rated offerors/contractors to submit a Phase II technical and cost requirements package and to participate in the Phase II process of this RFP. Phase II offerors shall provide a technical and cost proposal for consideration by CDB. The CDB will then review and evaluate the technical and price proposals of the Phase II offerors. Evaluations will be conducted in accordance with CDB's Rules and Regulations and the evaluation criteria set out in Sections 00 51 00 – PROPOSAL EVALUATION AND BASIS FOR AWARD, 00 51 01, and 00 51 02 of this RFP.
- B. Firms formally organized as design-build entities or design firms and construction contractors that have associated specifically for this project may submit proposals. For the purpose of this RFP, no distinction is made between formally organized design-build entities and project-specific design-build associations. Both are referred to as the design-build offeror (or simply "offeror"), or the design-build entity (or simply "Contractor"), after award of a contract. All designs must be accomplished under the direct supervision of licensed professionals registered in the appropriate technical disciplines, and meeting other certification and licensing requirements specified in the request for proposal. The lead firm submitting the proposal is the "offeror". The lead firm and all design and construction team members will be considered the design-build entity.
- C. All offerors will be notified of CDB's response to the Phase I submittals. The names of the offerors selected to participate in Phase II will be published in CDB's volume of the Illinois Procurement Bulletin located on the CDB website, [www.illinois.gov/cdb/Pages/default.aspx](http://www.illinois.gov/cdb/Pages/default.aspx).
- D. The RFP has been developed based on the specific criteria as defined by and in accordance with CDB's Rules and Regulations and the Standard Documents for Design-Build Projects dated July 2007 (SD-DB). The design is developed to approximately 35%. This will include the following conceptual plans showing approximate dimensions; existing and proposed site and utility plans, electrical site plan, floor plan, elevations, and occupancy loads. Also included is a bridging document which contains technical specifications, a topographic survey, a geotechnical report, a boundary survey (when appropriate), and CDB requirements. In addition to these documents the REVIT BIM model will be made available to the selected offerors as part of the Phase II RFP process.
- E. For all those offerors submitting in response to both Phase I and Phase II of the RFP, the offeror's proposal shall be defined as all information that was submitted in response to the requirements of both phases of the RFP.

- F. For those offeror's invited to submit on Phase II of the RFP, a stipend will be provided to each unsuccessful Offeror who submits a responsive and responsible proposal.
- .6 Funds available for design and construction: \$15,329,988.00. These funds are provided by the Capital Development Board / Build Illinois Bond fund (0971).
- .7 Time available for design and construction to achieve Substantial Completion: 420 days from Authorization to Proceed. Final Acceptance shall occur within 90 days from the date of Substantial Completion.
- .8 The SD-DB August 2007 edition and the attached section 01 1101 supplement to the SD-DB are incorporated into this document and have the same force and effect as if they were given in full text. This manual is available in the Reference Library on CDB's website. NOTE: If a conflict exists between the RFP and SD-DB, the RFP shall prevail.
- .9 Certain clauses of the Design and Construction Manual 2025 edition (DCM) are referenced herein and in the SD-DB. Those referenced clauses are incorporated into this document and have the same force and effect as if they were given in full text. This manual is available in the Reference Library on CDB's website. NOTE: If a conflict exists between the RFP and SD-DB, the RFP shall prevail.
- .10 **WAGE DETERMINATION:** Illinois Department of Labor's Prevailing Wage Rates are applicable to this project. It is the offeror's responsibility to ensure that applicable prevailing wages are used in preparing the proposal. The provisions of the Prevailing Wage Act, 820 ILCS 130/0.01-12, will apply. Prevailing Wage rates are available on the IDOL website (<https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>).
- .11 **PROPOSAL EXPENSES AND PRE-CONTRACT COSTS.** This RFP does not commit the CDB to pay costs incurred in preparation and submission of initial and subsequent proposals or for other costs incurred prior to award of a formal contract.
- .12 **BRIDGING FIRM INELIGIBLE TO COMPETE:** In accordance with the Design-Build Procurement Act (30 ILCS 537/20(d)) and CDB's Rules and Regulations (44 IAC 1030.150 b), the A/E firm(s), A. Epstein and Sons International, Inc., and their sub-consultants, preparers of the bridging documents for this RFP, and Infrastructure Engineering, Inc., and their sub-consultants, have been determined to be ineligible to compete for the design-build contract to be awarded via this RFP.
- .13 **EXCEPTIONS:** If the offeror takes exception to any of the requirements specified in this RFP, the offeror shall clearly identify and explain each exception in an addendum to the proposal labeled "Exceptions". RFP requirements are not necessarily negotiable and exceptions may render an offeror's proposal unacceptable and ineligible for award. See SD-DB 00 42 10.5.
- .14 **APPRENTICESHIP AND TRAINING REQUIREMENTS:** To ensure the highest quality and safety for on-site construction related work, the selected DB entity and their subcontractors are required by contract to participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all on-site construction related activities, including but not limited to material testing and drilling. Documentation supporting compliance shall be submitted following Authorization to Proceed (ATP) and prior to the commencement of work. Apprenticeship Training Certificates must be provided as subcontractors are identified and prior to commencement of work.
- .15 **PROJECT LABOR AGREEMENT:** The successful Design-Build Entity will be required to enter into a Project Labor Agreement (PLA) for this project. A copy of the agreement is included as an attachment to this RFP.

## **SECTION 00 21 40 – CONTRACT ADMINISTRATION FEE**

- .1 **CONTRACT ADMINISTRATION FEE:** A contract administration fee (CAF) is applicable to each contract in accordance with Article 00 21 40 of the Standard Documents for Construction. The contractor will be assessed three percent (3%) of their awarded contract (base bid plus any awarded alternates). The assessed amount will be included in the Notice of Award Letter. Offerors shall include an allowance for the CAF assessment in their Phase II cost proposal.

## **SECTION 00 23 00 – DEFINITIONS**

- .1 "Bridging Firm" or "Bridging A/E" *is the professional design firm that prepared the bridging documents incorporated into the RFP.*
- .2 "Bridging Documents" are the preliminary specifications and drawings prepared by the Bridging Firm for this project.
- .3 "CDB" refers to the Illinois Capital Development Board.
- .4 "Client" or "Client Agency" refers to Northern Illinois University.
- .5 "Design-build" *means a delivery system that provides responsibility within a single contract for the furnishing of architecture, engineering, land surveying and related services as required, and the labor, materials, equipment, and other construction services for the project.*
- .6 "Design-build entity" or "DB Entity" *is any individual, firm, partnership, corporation, joint venture or other entity who has entered into a design-build contract with CDB. A Proposer or Submitter or Offeror is a DB entity submitting in response to an RFP for DB services.*
- .7 "Material Deficiency" means any deficiency that cannot be cured and will result in rejection of the Offeror's submittal.
- .8 "Request for proposal" or "RFP" refers to this document and any and all attachments and addenda.
- .9 "Subcontractor" or "Supplier" *is any individual, firm, partnership, corporation, joint venture or other entity, other than the DB entity, who furnishes any goods or services of any kind under a subcontract entered into with the DB entity. This legal definition shall govern in general, but various contract Articles herein shall distinguish between a design consultant, a subcontractor and a supplier. In those cases, a design consultant is a business entity that provides services under the Illinois Architecture Practice Act of 1989 (225 ILCS 305/), the Professional Engineering Practice Act of 1989 (225 ILCS 325/), the Structural Engineering Licensing Act of 1989 (225 ILCS 340/), or the Illinois Professional Land Surveyor Act of 1989 (225 ILCS 330/). A subcontractor is a business entity that has responsibility for a portion of the work that includes on-site installation labor. Suppliers are business entities that furnish only goods produced off-site which will be incorporated into the work by others. The clause on change orders and others makes such a distinction.*
- .10 "Submittal" means all materials provided in response to this RFP.
- .11 "Technical Deficiency" means any deficiency in the submittal that can be cured within a specified timeframe.
- .12 "Offeror" means any individual, firm, partnership, corporation, joint venture or other entity that provide a submittal pursuant to this RFP.

## **SECTION 00 25 16 – PRE-PROPOSAL CONFERENCE**

- .1 A preproposal meeting for firms selected to participate in Phase II will be held on the date and time listed in Section 00 21 16.1. The location for this meeting will be provided at a later date.

## **SECTION 00 31 17 – INFORMATION REGARDING AVAILABILITY OF UTILITY SERVICES**

- .1 The Contractor shall be responsible for the installation, metering, maintenance and consumable utility costs associated with all required temporary utilities including, Gas, Electric and Water until such time that CDB accepts the project as Substantially Complete. DB Entity shall be responsible for design coordination with the Utility companies for both temporary and permanent utilities as required to complete the project. Costs for Utility Agreements necessary for work by a Utility Company, and as needed to complete installation and operation of permanent utility systems, will be paid directly by CDB.

## **SECTION 00 31 19 – PHYSICAL DATA**

- .1 The Contractor shall be responsible for the installation, metering, maintenance and consumable utility costs associated with all required temporary utilities including, Gas, Electric and Water until such time that CDB accepts the project as Substantially Complete. DB Entity shall be responsible for design coordination with the Utility companies for both temporary and permanent utilities as required to complete the project. Costs for Utility Agreements necessary for work by a Utility Company, and as needed to complete installation and operation of permanent utility systems, will be paid directly by CDB.

## **SECTION 00 42 10 – SUBMISSION REQUIREMENTS AND INSTRUCTIONS**

### **.1 GENERAL INSTRUCTIONS.**

#### **A. Proposal Preparation Instructions.**

- 1) Considering the proposal will describe the capability of the offeror to perform any resultant contract, as well as describe its understanding of the requirements of the Statement of Work, it should be specific and complete in every detail. The proposal should be prepared simply and economically, providing straightforward, concise delineation of capabilities to satisfactorily perform the contract being sought. The proposal should therefore be practical, legible, clear and coherent.
- 2) These instructions prescribe the required format for proposals, and describe the approach for the development and presentation of the proposal data. They are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of proposals. Carefully review this section prior to commencing proposal preparation. Offerors are cautioned to strictly comply with all instructions within this RFP to ensure submission of a complete proposal. Failure to furnish a complete proposal at the time of proposal submittal may result in the proposal being unacceptable to the CDB and eliminated from consideration for award.
- 3) After compiling all required information, submit the information in accordance with the “Proposal Due Date Schedule” paragraph for the applicable Phase.
- 4) **Proposal Due Date.** The Phase I proposal is due by the date and time set for the receipt of proposals shown in Section 00 21 16.1.
- 5) Offerors are required to include references as part of their Phase I proposal. **Failure to provide the required number of references will result in rejection of the submittal.** For those offerors selected to proceed to the Phase II portion of the procurement, the date and time for receipt of the Phase II proposals will be included in the invitations issued. Offerors should include a photocopy of their Reference Questionnaire Package Transmittal Letter to each proposed reference in Section 2 of Proposal Phase I as a placeholder for the required references. The transmittal letters instruct the references to submit the completed Past Performance Evaluation Questionnaires directly to CDB at

the address provided. CDB Staff will add the questionnaires received to the proposals to accompanying the photocopies of the transmittal letters during the administrative review process. Should one or more references fail to return the reference questionnaire to CDB prior to the submittal deadline it will be considered a technical deficiency and the Offeror will be afforded an additional five (5) days to cure the deficiency, after the date of notification that their submittal package is deficient with regard to the required references.

**B. General Proposal Contents List by Phase.**

**1) Proposal Phase I**

**a. Section 1 – General Documents**

- i. Proposal Transmittal Form (DB-PTF)
- ii. Standard Business Terms and Conditions and Standard Certifications
- iii. Financial Disclosures and Conflicts of Interests
- iv. Illinois State Board of Elections Certificate
- v. Joint Venture Agreement, if applicable

**b. Section 2 – Offeror's Past Performance**

- i. Design-Build Entity Qualifications Form (DBQ)
- ii. Past performance evaluation questionnaire
- iii. Past performance MBE/WBE/VBE
- iv. Phase I MBE/WBE/VBE/PBE Utilization Plan

**c. Section 3 - Technical Capability**

- i. Technical Approach Narrative
- ii. Offeror's Team Experience
- iii. Other Capabilities

**d. Section 4 – Financial Capacity**

- i. Bonding
- ii. Insurance
- iii. Bank References



2) **Proposal Phase II**

a. **Volume 1 – General Documents**

- i. Proposal Transmittal Form (DB-PFT)
- ii. Price Proposal Schedule
- iii. Price Breakdown
- iv. MBE/WBE/VBE Phase II Utilization Plan & PC-2 Workforce Projections
- v. Bid Bond equal to 10% of the Base Bid amount.

b. **Technical Proposal Volume 2 – Management & Execution Plans**

- i. Project Management Plan
- ii. Design & Construction Schedule

c. **Technical Proposal Volume 3 – Technical Data Proposal**

- i. Element 3-1: Site Development
- ii. Element 3-2: Structural Design
- iii. Element 3-3: Architectural Design
- iv. Element 3-4: Mechanical Design
- v. Element 3-5: Electrical Power, Lighting, Grounding & Communications Design
- vi. Element 3-6: Fire Protection Design
- vii. Element 3-7: Energy Analysis, Economic Analysis & Control Systems Design
- viii. Element 3-8: Environmental Compliance

d. **Volume 4 – Proposed Deviations**

- i. Betterments
- ii. Deviations
- iii. Pre-award Value Engineering

C. **Proposal Format.** (Unless noted otherwise, these general instructions apply to both Phase I and Phase II proposals.)

- 1) **Purpose.** These instructions prescribe the format of proposals, and describe the approach for the development and presentation of the proposed data. The proposal shall include all of the information requested in the specific instructions. Failure to include all information requested may adversely affect the evaluation. A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will be easy for the CDB to understand and will enable the CDB to perform a thorough and fair evaluation.
- 2) **Capacity to Perform.** Offerors are cautioned to submit enough information to enable the CDB to fully ascertain each offeror's capability to perform all of the requirements contemplated by this RFP. All commitments made in the proposal may become a part of the resultant contract. The data submitted with each proposal should be complete and concise, but not overly elaborate. Any submitted materials not required by this RFP (such as company brochures) shall be relegated to appendices. Excessive reliance on promotional brochures is discouraged.
- 3) **Written Proposals.** The proposals shall be formatted based on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (10 or larger). Type size for graphics, charts, diagrams and tables, shall be of an appropriate font and size for the application, and must be clearly readable without magnification assistance to the normal eye. Page size for schedules may be up to 11" x 17" and all other charts, tables etc. must not exceed normal legal size (8.5"x14"). Text lines will be no less than single-space. All pages of each proposal shall be appropriately numbered and identified with the RFP number. For ease of reference, consecutive page numbering is required.

- 4) Table of Contents. The proposals shall contain a detailed table of contents. The "Table of Contents" will identify major areas, paragraphs and subparagraphs by number and title as well as by page number and volume locations. Tab indexing will be used to identify Sections as appropriate. Table of Contents and Tab indexes do not count toward page limitation. If more than one binder is used, the complete table of contents shall be included in each. Proposal Sections 2 and 3 shall not exceed the page limits stated. If the page limit is exceeded, the pages in excess of the limit shall be unread.
- 5) Page Limits. The page limits include all appendices, charts, graphs, diagrams, tables, photographs, etc. except as noted elsewhere in the instructions. To the maximum extent practicable proposal submission shall be double sided. Each side of a piece of paper counts as one page. Failure to observe these requirements may result in non-compliant proposals being evaluated at the maximum number of pages had the instructions been followed. All pages in excess of the stated limits shall remain unread and will not be evaluated.
- 6) Revised Proposals. If revised proposals are requested, all proposal revisions shall be submitted on colored paper as page changes with each page identified by date and page number.
- 7) Drawings. Offeror must submit drawings to clarify their Phase II proposals.
- 8) Clarifications. Offeror may, at the discretion of the CDB, be asked to provide clarifications regarding their proposals in accordance with CDB's Rules and Regulations. Requests for such information do not constitute discussions. All requests and responses shall be documented and included in the CDB procurement file.
- 9) Validity. The offeror shall be held responsible for the validity of all information supplied in his/her proposal, including that provided by potential subcontractors. Should subsequent investigation disclose that the facts and conditions were not as stated, the proposal may be rejected or the contract terminated for default if after award, in addition to any other remedy available under the contract or by law.

## **.2 QUALIFICATION SUBMITTAL CONTENTS – PHASE I**

- A. Submit one (1) electronic copy of the submittal package.
- B. **Section 1 - General Documents**. Submit as a separate file, labeled "General Information", with the submittal.
  - 1) Complete the "Offeror" portion of the DB-PTF. An official having the authority to contractually bind your company must sign the DB-PTF in accordance with CDB's SD-DB Section 00 42 15. One copy of the DB-PTF is required to have an original signature.
  - 2) For each firm identified on the DB PTF include in this section of your submittal the following:
    - a. Standard Business Terms and Conditions and Standard Certifications
    - b. Illinois State Board of Elections Certification
    - c. Financial Disclosures and Conflicts of Interest. **Failure to submit the Financial Disclosures and Conflicts of Interest with the submittal will be a material deficiency and the submittal will be rejected.**
  - 3) Joint Venture Requirements (SD-DB 00 21 60). Parties wishing to propose as a joint venture must submit, with the General documents, an executed copy of the joint venture agreement. The joint venture agreement shall be executed in accordance with CDB's SD-DB. Offerors are reminded that the individual joint venture partners must be prequalified with CDB.

C. **Section 2 - Past Performance.**

- 1) Past Performance will be evaluated using the evaluation criteria set forth in Sections 00 51 00 and 00 51 01 of the RFP. Past Performance includes current and on-going performance.
- 2) The **Past Performance section of the proposal is limited to a maximum of 25 pages**, exclusive of the Past Performance Evaluation Questionnaires and MBE/WBE/VBE/PBE Phase I Utilization Plan. Past Performance for MBE/WBE/VBE participation should be addressed in the narrative. It includes the offeror's Design-Build Entity Qualifications Form (DBQ) and any discussion and or additional information, awards, letters, etc. concerning past performance the offeror includes.

3) Design-Build Entity Qualifications Form (DBQ):

- a. References: Offerors shall complete in detail the Design-Build Entity Qualifications Form (DBQ) listing a **minimum of five (5), maximum of seven (7)** contracts (complete or substantially complete) to be used for reference and evaluation purposes.
  - i. At least three (3) projects must reflect the experience of the Offeror.
  - ii. At least two (2) additional projects must reflect the experience of the design team (or, contractor if the Offeror is a design firm). The Offeror's listed projects should reflect the experience of the lead entity rather than the DB entity collectively.

Detailed instructions are provided in the DBQ. **Failure to submit this information with the submittal will be a material deficiency and the submittal will be rejected.**

- b. Offeror shall provide a list of key subcontractors and/or Teaming Partners to be utilized on this project. At a minimum provide the name(s) of subcontractors to be utilized on the design and oversight team and the major construction subcontractor(s) (as applicable).
  - c. Except for the design team or prime construction contractor, as applicable, multiple subcontractors may be named for the same discipline, limited to a maximum of two (2) subcontractors per discipline. When multiple subcontractors are provided for the same discipline the evaluation will be in accordance with Section 00 51 01.3 A.5.
  - d. Offerors shall provide information to demonstrate a history of performance on contracts that are similar in scope, complexity and size and to demonstrate experience in performing work similar in size, scope and complexity to that described in the scope of this procurement. Offerors shall explain what aspects of the referenced contracts they deemed relevant to the proposed effort.
  - e. Offerors should consider the currency and relevancy of the past performance information. To be considered, the performance must have been completed during the past ten (10) years. The period begins ten (10) years prior to the RFP release date and includes current performance. Current performance may have greater impact than older performance.
  - f. Offerors should include with their proposal information on problems encountered on the identified contracts and the offeror's corrective actions and/or explanation.
- 4) Past Performance References:
- a. Offerors shall prepare and submit to prior clients, including the owners of all projects listed on your DBQ as submitted, a Reference Questionnaire. Accordingly, a minimum of three (3) references must reflect the experience of the Offeror and a minimum of two (2) references must reflect the experience of the design team. Include a cover letter explaining the requirement to obtain an independent evaluation of prior contract performance, and Past Performance Evaluation Questionnaire for CDB's use in evaluating Past Performance.

- b. Copies of the cover letters for each Performance Questionnaire should be included as placeholders for references in this section. References will be returned directly to CDB in accordance with the instructions for the DBQ.
  - c. **Failure to submit a minimum of five (5) and a maximum of seven (7) performance questionnaires for Offeror will be a technical deficiency and the submittal may be rejected.**
- 5) Offerors lacking relevant present/past performance experience may submit information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement if such information is relevant to this project.
- a. Such information shall, at a minimum, include:
    - i. Name(s) of Predecessor Company/Subcontractor and/or Key Personnel;
    - ii. Complete Address;
    - iii. Telephone and email address;
    - iv. Brief synopsis of the experience (a resume may be submitted for "Key Personnel"); and
    - v. Describe in detail relevancy to this project.
  - b. Provide three (3) references for each Predecessor Company, Subcontractor or Key Personnel and send Past Performance Evaluation Questionnaires to these references. Clearly identify the contractor/individual whom the reference information concerns.
- 6) Other Past Performance Considerations. The information, if provided, shall be limited to the period beginning ten (10) years prior to the RFP release date.
- 7) Offerors are advised that the CDB may use all data provided by the offeror in this volume and data obtained from other sources, to include, but not limited to, state-wide databases, in the assessment of past performance. Past performance information on contracts not listed by the offeror, or that of planned subcontractors, may also be evaluated. The CDB may contact references other than those identified by the offeror and information received may be used in the evaluation of the offeror's past performance. While the CDB may elect to consider data obtained from other sources, the burden of providing current, accurate, and complete past performance information rests with the offeror.

**D. Section 3 - Technical Capability.**

- 1) Technical Approach Narrative. **Narrative shall be limited to a maximum of five (5) pages.**
  - a. Describe in general terms how the offeror will approach the design and construction of this facility. The narrative should include considerations of "Fast Track" construction whereby preliminary site construction activities can begin prior to the completion of the accepted 100% design documents.
  - b. Provide a detailed discussion addressing the proposed organization and the roles and responsibilities of the various sub-contractors for both design and construction.
  - c. Include in the narrative the offeror's proposed processes for handling field problems, assuring quality and assuring Designer of Record involvement throughout the construction period.
- 2) Offeror's Team Experience. Narrative shall be limited to a maximum of five (5) pages. Example projects must have been completed no more than ten (10) years prior to the date of the RFP. CDB will also use information provided by A/E's in the Past Performance section in the evaluation of this

factor. (Note: This information may be similar to the information provided in the Past Performance section but it is requested here for the purpose of identifying the extent of the offeror and their team's experience. In the Past Performance section, the information is used for identifying "how" the work was performed.)

- a. Provide a discussion of at least three (3) projects for which the offeror has been responsible. The examples should be as similar as possible to this RFP in project type, magnitude, complexity, cost, design or features and scope. Each example shall indicate in detail the general character, scope, location, cost, and date of completion of the project. If the offeror represents the combining of two or more companies for the purpose of this RFP, each company shall discuss project examples.
  - b. Demonstrate that all lead design personnel have experience and required qualifications in assigned roles on projects of similar complexity, size and scope. Specific projects detailed on the DBQ should be referenced, to ensure proper consideration.
  - c. Demonstrate that all lead design personnel are registered and/or certified in their discipline.
  - d. Discuss at a minimum the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the quality control manager; and the construction manager and/or project superintendent, as applicable to the respective projects.
  - e. Discuss the MBE/WBE/VBE programs for these projects, including MBE/WBE/VBE goals, how they were met, and overall strategy for including MBE/WBE/VBE designers, consultants, subcontractors/suppliers.
- 3) Other Capability Information. Total Narrative for this information shall be limited to a maximum of two (2) pages. Clearly label this section and place after the Offeror's Team Experience.
- a. Describe your office capabilities for using BIM (Building Information Modeling) and other forms of technology on this project.
  - b. Describe your office capabilities for project scheduling. Include programs you utilize and experience of personnel in these programs. Discuss briefly your plan for scheduling of this project, to include updates. (A sample schedule is not desired.)
  - c. Describe your office capabilities for ensuring proper administration of a project of this magnitude and complexity.
  - d. You may provide additional information on your capabilities, but please be brief.

### **.3 TECHNICAL & COST PROPOSAL – SUBMITTAL CONTENTS – PHASE II**

#### **A. General Requirements.**

- 1) Who May Submit. Proposals may be submitted by the offerors who receive written notification from the CDB that their firm has been selected to participate in Phase II of this RFP.
- 2) Individual Meetings with Short-Listed Firms. The purpose of these meetings is to give the Design-Build Entity an opportunity to vet cost reduction ideas with the using agency and CDB to determine whether they should be pursued as a deviation in the Phase II proposal. All information discussed in these meetings will be considered confidential and will not be shared with any other party not participating in the meeting. Specific information regarding the time and location of the meeting(s)

will be provided in the Phase II Invitation. The meeting will not exceed two (2) hours. See Section 00 21 16.1.F.

- 3) Submission Deadline. Proposals shall be received no later than the time and date specified in section 00 21 16.1.
  - 4) Stipend. CDB will pay a stipend to each unsuccessful shortlisted firm that provides a responsive/responsible Phase II Proposal and completes the interview process. Firms shortlisted to participate in Phase II will be required to enter into a contract with the Capital Development Board before submitting their Phase II proposals. The purpose of this contract is to facilitate disbursement of the predetermined stipend after a Design-Build Contract has been executed between the successful firm and CDB for delivery of the project. The stipend amount for this project will be: \$10,000.00.
  - 5) Compliance Statement. To effectively and equitably evaluate all proposals, the CDB must receive information sufficiently detailed to clearly indicate the materials, equipment, methods, functions, and schedules proposed. The offeror is required to certify that all items submitted in its technical proposal comply with the RFP requirements and any differences, deviations or exceptions have been identified and explained. Offerors are required to complete the Statement of Compliance on the DB-PTF and submit it with their technical proposal. Even if there are no differences, deviations or exceptions, the offeror must submit the Compliance Statement and state that none exist.
  - 6) Cost Information. The Technical Proposal shall not include any cost information. The technical and cost proposals shall be submitted as two separate documents.
  - 7) Technical Proposal. Technical Proposal Volumes 2 and 3 comprise the full Technical Proposal. Volume 2 consists of the Project Management Plan and Design & Construction Schedule. Volume 3 consists of the Technical Data Proposal with various Elements.
- B. **Volume 1 - General Documents, Price Proposal and MBE/WBE/VBE/PBE Utilization Plan.** This information should be submitted in an envelope labeled "General Requirements." This category consists of:
- 1) Price Proposal Information. Offerors shall complete all portions of the Price Proposal Schedule.
  - 2) Price Breakdown. Include price breakdown, in the prescribed format in this package. The price proposal shall include all elements described in the bridging documents. No deviations shall be included when calculating the Total Budget cost. Any deviations may be listed in the appropriate sections of the Pricing Schedule.
  - 3) Construction Goals. The CDB MBE/WBE/VBE/PBE Construction Goals are as follows: 28% of the construction value with 20% to minority-owned businesses, 5% to women-owned businesses and 3% to veteran-owned and/or persons with disability owned businesses. These goals include both Tier 1 and Tier 2 subcontractors. The form included shall demonstrate the intent to comply with the stated goals.
  - 4) PC-2 Workforce Projection. PC-2 Workforce Projections must be included at time of proposal. While these projections may be adjusted post-award they should reflect the anticipated workforce needs based on the information known at the time of submission.
  - 5) Design Goals. The CDB MBE/WBE/VBE/PBE Design Goals are as follows: 20% of the design services value to minority-owned and women-owned businesses and 3% to veteran-owned and/or persons with disability owned businesses. The form included shall demonstrate the intent to comply with the

stated goals. Some level of participation from both MBE and WBE firms is required to satisfy the 20% MBE/WBE goal.

- 6) Bid Bond. Offerors shall include a bid bond in the amount of ten percent (10%) of the base bid.  
**Failure to include the bid bond with the submittal will be a material deficiency and the submittal will be rejected.**

C. **Technical Proposal: Volume 2 – Management & Execution Plan** The following technical elements shall be addressed in sufficient detail so as to provide the CDB with a clear understanding of the offeror's intended performance and shall take into consideration the material provided in the technical data proposal (Volume 3).

- 1) Project Management Plan. The offeror shall provide a Management Plan. This is an overall plan showing how the offeror will control the job. The term "management plan" is defined as a plan that includes the following sub-plans:
  - a. Project Key Personnel. Provide the names, resumes, and levels of responsibility of the principal managers and technical personnel who will be directly responsible for the day-to-day design and construction activities. Provide qualifications of key project personnel including name and project assignment, and firm association. Project key personnel shall include the engineering disciplines and key construction subcontractors listed below.
    - i. At a minimum, discuss the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the quality control manager; and the construction manager and project superintendent.
    - ii. Demonstrate that all lead design personnel are licensed, registered, and/or certified in the State of Illinois in their respective discipline(s) and have experience and technical competence in assigned roles on projects of similar complexity, size and scope. Indicate whether each individual has had a significant part in any of the project examples cited.
    - iii. If subcontractors will be providing comprehensive design-build services to the Offeror, provide qualifications for their key design personnel as well. If reassignment of personnel is considered possible, provide the names and resumes of the alternative professionals in each assignment.
    - iv. Lead Architect/Lead Design Engineer/Construction superintendent must have a minimum of five (5) years of experience on specifics of similar projects.
  - b. Key Construction Subcontractors. Subcontractors shall include, but are not limited to: Five (5) prime trades as mandated by the Illinois Procurement Code: General, Plumbing, Heating, Ventilation, and Electrical. Discuss the extent of their roles with respect to the design and construction phases of this project.
  - c. Quality Control Plan. The Quality Control Plan is part of the Management Plan. The alliance of the project designer and builder on a project such as this, naturally removes one commonly used method of quality control, that is, the usual reliance of the owner on the design consultant for monitoring construction quality. Although the CDB may provide an on-site representative during construction, offerors are expected to develop a formal program of monitoring to ensure a high level of construction quality.
    - i. A clear identification of the personnel responsible for quality control and a clear policy establishing their authority. The quality control group shall be separate and apart from (not

the same as) the people that are doing the construction. Of particular interest is the role of the Designer of Record in all design and construction progress.

- ii. A specific description of the tasks and functions of the quality control personnel. A specific policy establishing schedules for the performance of quality control tasks.
- iii. A policy for reporting quality control findings to the CDB Project Manager. A procedure whereby the CDB may resolve disputes that have not received satisfactory responses from the first levels of quality control personnel.
- iv. The names of testing laboratories to be used and the procedures for test data reporting.
- v. A plan for material storage and protection.
- vi. The plan for review, evaluation, and Offeror Quality Control of the Design Submittals prior to CDB receipt.
- vii. The plan for review of construction phase submittals.
- viii. Procedures for involving Key Subcontractors in the design development.

d. Planned Safety Activities

- i. Provide a summary of the Safety plan that you will implement if you are awarded this contract.
- ii. Include in the summary your plans for training and documentation.
- iii. Plan should demonstrate familiarity with and adherence to OSHA standards and describe steps to be taken to promote safety during construction.
- iv. Explain how you intend to maintain an accident free worksite.

2) Design and Construction Schedule. Provide an integrated Design and Construction Schedule with all Critical Path items clearly identified, if proposed. The tentative Authorization to Proceed (ATP) date to be used in the development of the Schedule is June 8, 2026.

- a. The schedule for design and construction shall be task oriented, indicating dates by which milestones are to be achieved. The offeror shall use a critical path scheduling approach and the schedules shall be graphically represented, not to exceed an ARCH D size sheet.
- b. The schedule is to be an integrated and networked multi-layered schedule of program/project tasks. It identifies project events, accomplishment, and criteria and the expected dates of each. These dates are based on the calendar dates provided as the starting point and the logical flow of dates provided by calculating the addition of duration of all tasks using typical schedule networking tools.
- c. Each major task will be directly traceable to the requirements of the project. The schedule is intended as a tool for day to day tracking of the program/project that rolls up to increasingly higher summary levels.
- d. All tasks/activities in the schedule should be logically linked together showing predecessor/successor relationships.



- e. The offeror shall also submit a rationale explaining how the schedules will be achieved. Offerors providing an alternate schedule<sup>1</sup> shall discuss the perceived benefits to the CDB.
- f. See also Section 01 32 00 “Construction Project Schedules” of the SD-DB.
- g. In accordance with SD-DB the Contractor shall be required to: Complete the entire work, to include design and construction through Substantial Completion, ready for use not later than **420 calendar days** after (ATP) (see 00 21 16.7). The time stated for Substantial Completion shall include final cleanup of the premises. Final Acceptance shall occur within 90 days from the date of Substantial Completion.

#### D. Technical Proposal Volume 3 – Technical Data

- 1) The technical Data Proposal shall be submitted as a PDF file uploaded with the other volumes as described in Section 00 21 16.4.B. This proposal consists of but is not limited to; design documents, sketches, outline specifications, design analysis, catalog cuts, and other information.
- 2) The following information shall be submitted as part of the Technical Data Proposal. Proposals shall include graphic description of the design included in the basic proposal clearly indicated as such. All alternate designs shall be graphically described on separate drawings from the basic proposal. Offerors are advised that the required data listed below will be utilized for technical review and evaluation by the CDB Evaluation Team. Materials indicated in the design/construction criteria “bridging documents”, but not indicated in the offeror’s specifications, will be understood to be included and a part of the proposal. Do not depict items that are not part of the offer (i.e.: furniture, wall hangings, etc.).
- 3) **Site Development Design Submittal Requirements.** The site development portion of the proposal must outline the proposed site layout, site utilities, grading, storm drainage, and erosion control practices for construction. Improvements to the RFP site plan are encouraged. The proposed design shall include the following:
  - a. General Site Development Description of the Project. In narrative format state the purpose and functional layout of all major structures in relation to access drives, the extent of grading and drainage system, as well as erosion control measures in sufficient detail to delineate and characterize functional features and the desired image or visual appearance of this project. The narrative shall reflect setback requirements as indicated on the project bridging document Site Plan, as well as the visual characteristics of the surrounding topography. Include a statement addressing Storm Water Management such that post development runoff does not exceed pre-development runoff flows. Also include a statement of any requirements for traffic control /signage plans to be used during the construction period and then the signage for the completed project. Provide a brief statement of the exterior construction materials to be used in the project.
  - b. Landscape Design Narrative. The narrative shall indicate specific site issues and the rationale for proposed plant selection and locations. The narrative shall also include a list of suggested types

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<sup>1</sup> The performance period proposed cannot exceed the number of calendar days noted above. If the offeror proposes a shorter performance period, the offeror’s proposed performance period will be used to calculate the new completion date and incorporated into any resulting award.

and sizes of plant materials to be used, if any (use native plants as much as possible). The narrative shall discuss what materials are being included in the project that comes from recycled materials and renewable resources. No landscape drawing required.

- c. Site Utilities. Narrative of design analysis will contain the following: Criteria listings - manuals, pamphlets, codes, etc.; preliminary pipe sizes presented in tabular form. Describe what is known about each of the utilities needed to service the facility. Describe the utility systems chosen. Identify all utility agreements stating what the utility company will provide and what the contractor will need to provide. Discuss methods used to verify location and extent of underground. Discuss location and extent of temporary utility connections.
  - d. Environmental Engineering Design. Design Narrative shall describe general utility layout with connection points, general size calculations, valve fittings, sewage pumps, sump pumps, etc. as required for this project.
  - e. Outline Specifications. Provide a list of specifications proposed for use in the design, if the section is not provided in this RFP.
- 4) **Structural Design Submittal Requirements.** The structural portion of the proposal must outline the proposed methods and materials of design and construction. The design shall include the following:
- a. Structural Narrative. General. Provide a general description of the scope of the project and all of the major structures. Give overall building dimensions and a description of the principal features such as wall and roof construction proposed. If the building is irregularly shaped, explain where seismic joints will be placed to create regular shapes or provide a statement that a dynamic analysis of the building will be performed.
  - b. Framing System. Provide a description of the framing system chosen. Provide a description of the lateral load resisting system and how these loads will be transmitted to the foundations.
  - c. Foundation. Give a description of the anticipated foundations based on Soil Boring Data located in the bridging document. List special design features.
  - d. Fire Resistance Statement. State the required fire resistance criteria for all portions of the structural system and the proposed method of meeting these requirements.
  - e. Design Analysis. The following specific items shall be included. Load Assumptions. State the live loads for which the facility is to be designed. Include roof and floor loads. Provide the wind loads, lateral earth pressure loads, seismic loads, etc. as applicable. Complete analysis is not necessary, only tabulation of loads is required. Utilize factors as provided in the DCM (2009) Article 3.11.
  - f. Outline Specifications. The offeror shall provide a list of specifications proposed to be used in the design, if sections are not provided in this RFP.
- 5) **Architectural Design Submittal Requirements.**
- a. Architectural Narrative. Demonstrate conformance with the floor plan and functional arrangement, and exterior image depicted in the RFP. Describe and justify any adjustments or changes to either. Describe interior theme. Describe any special features or finishes that contribute to the proposed design theme. Describe construction of typical interior partitions. List

all architectural betterments and deviations included in the proposal. Include a Life Safety analysis in the narrative.

- b. Color Board. Include interior and exterior color board submittals. Include digital copies of color boards in Volume 3 of the Phase 2 Proposal. Physical color boards will not be accepted until the date of the Interviews.
- c. Certifications. Provide signed and dated certification that the final design shall meet "U" values required in the bridging documents for each exterior wall assembly and roof assemblies. Provide signed and dated certification that the mechanical rooms are of sufficient size to accommodate and serve all mechanical equipment shown and specified by the mechanical design. Include with architectural narrative.
- d. List of Specifications. Provide a list of specifications proposed to use in the design. It is not necessary to include sections required in this RFP.

**6) Mechanical Design Submittal Requirements.**

- a. Heating, Ventilating, and Air Conditioning. Included in the narrative is to be a discussion of the integration of the various supporting systems among themselves and within the proposed structural systems. Describe the methods and plans for coordinating the various supporting systems to minimize construction problems between trades/disciplines. Narrative of design analysis will contain the following: Criteria listings - manuals, pamphlets, technical books, etc.; Design conditions used in calculations - inside and outside temperatures, personnel load, outside air or ventilation requirements, U-factors, and other special conditions; Block loads for heating and cooling shall be calculated using ASHRAE-based methods. Use the Illinois Energy Conservation Code. All load calculation software must be traditionally used by the industry.
- b. Equipment. Provide a brief description of all major items of equipment, including catalog cuts. Indicate operating temperatures and capacities. Clearly delineate the separate systems, i.e., Air handling units including heating and cooling type, make-up air units, HVAC hot water heating systems including boilers and heat exchangers, HVAC cooling systems including air or water cooled chillers and DX condensing units, Air terminals including variable air boxes and fan powered boxes, Air device types, miscellaneous fans including return and exhaust air systems. Description of piping systems including type of pipe, insulation requirements, and whether concealed or exposed, including catalog cuts. Describe the general breakdown of the work between the Heating and Ventilating trades.
- c. Energy Conservation Design Narrative. Energy conservation measures shall be indicated. The narrative shall describe measures and techniques that are proposed in the mechanical design that will conserve energy. Must comply with the Illinois Energy Conservation Code.
- d. Plumbing. Narrative of design analysis will contain the following:
  - i. Criteria listing - manuals, codes, etc.;
  - ii. Design shall comply with the requirements of ASHRAE 188;
  - iii. Plumbing analysis to confirm number of fixture units, cold and hot water capacity requirements, and equipment or capacities of miscellaneous and special systems;
  - iv. Fixture determination listing quantity and type of fixtures for both men's and women's toilets, and other fixtures such as drinking water fountains, service sinks, etc.;
  - v. Description of domestic water heating and storage equipment, including capacity, type (gas, electric, boiler, water), materials, and insulation;

- vi. Piping types and location (concealed or exposed), together with material proposed and insulation requirements; and
  - vii. Detailed description of key support systems including, but not limited to, compressed air (capacity, pressure, piping, location of air outlets, etc.), roof drainage, fuel oil (quantity, and equipment to be served), and other special systems.
- e. Outline Specifications. The offeror shall provide a list of specifications proposed to use in the design, if section not provided in this RFP.

**7) Electrical Power, Lighting, and Grounding, Design Submittal Requirements.**

- a. Interior Electrical System Design Narrative. The interior electrical design shall be a narrative presentation and shall include the following data:
- i. Provide a detailed description of the lighting system(s) to be used for each definitive area. Include a concept lighting schedule showing room name and/or number, lighting intensity, type of fixture by manufacturer's name, voltage, and basis of design such as I.E.S. criteria, definitive, etc.
  - ii. Only a single catalog cut sheet is required for each fixture type. This cut sheet will establish the physical, functional and visual characteristics of the fixture and establish a level of quality.
  - iii. State the type of wiring system proposed, such as rigid conduit, intermediate conduit, electrical metallic tubing, etc., (non-metallic tubing, and non-metallic sheathed cable will not be permitted) and where it is intended to be used.
  - iv. Provide a paragraph describing any special items of design, such as specialized equipment, special receptacles, handicapped and seismic requirements, etc. Describe how the applicable grounding system will be achieved.
  - v. Describe the basic characteristics of the panel boards, protective devices, switchboard, motor control centers, or other major equipment to be provided. Provide the name of the manufacturer(s) and catalog cuts for the equipment that will be used.
- b. Specifications. Provide a list of titles of specifications proposed for use in the design, if the section is not provided in the RFP.
- c. Communications and Special Systems Requirements. Describe in detail the proposed method of conformance with all elements of the Communications and Special Systems requirements detailed in the Technical Specifications section of the RFP (audio visual, security systems, computer networking, etc.). Narrative will address all aspects of the Communications system and show that the Offeror understands and is capable of implementing the work required to satisfy integration of the RFP requirements for this building into the facility's communications system.
- d. Exterior Electrical Distribution System Design Narrative. The exterior electrical design shall be a narrative presentation and shall include the following data:
- i. Indicate the electrical characteristics (phase, voltage and number of wires) of the electrical system proposed for the building. Provide conclusions in the design analysis as related to the total connected load and resulting kVA demand load.

- ii. Indicate type, number, and kVA capacity of transformer installation proposed. State the primary and secondary connections of transformers (e.g., 12,470 to 480Y/277 volts, Delta-wye) in accordance with ANSI C57.12.00. State the basis for the selection of the secondary distribution voltage, (e.g., 480Y/277 vs. 208Y/120).
    - iii. Include any analysis or reasoning used in making this selection.
    - iv. Provide a statement describing street lighting, security, parking lot lighting, or sidewalk lighting requirements. Types of fixtures, pole heights, and proposed intensities are to be included. Only a single catalog cut sheet is required for each fixture type. This cut sheet will establish the physical, functional and visual characteristics of the fixture and establish a level of quality. Provide a statement describing the extent of any exterior work such as modifications to the existing telephone vault, the telephone duct banks, etc.
  - e. Energy Conservation Design Narrative. Energy conservation measures shall be indicated. The narrative shall describe measures and techniques that are proposed in the electrical design that will conserve energy. Must comply with the Illinois Energy Conservation.
- 8) **Fire Protection Design Submittal Requirements.** A narrative will be provided addressing the below items or feature of the building in this project.
- a. Provide certification by the fire protection engineer that the building design shall comply with the life safety/fire protection provisions of the applicable codes.
  - b. Automatic fire extinguishing systems and hose standpipe systems: Identification of all areas provided with sprinkler protection and the type of sprinkler system provided, sprinkler hazard classification for these areas.
  - c. Fire alarm and detection systems: Type of alarm and detection system, location of the fire alarm and detection equipment including fire alarm control panel, and catalog data sheets of major components.
- 9) **Energy Analyses, Economic Analyses, Control Systems Submittal Requirements.** The following items shall be submitted with the proposal:
- a. Utilization of high efficiency, economical systems are required, when properly justified. The application and utilization of new principles and ideas is encouraged, where applicable.
  - b. A description of all HVAC systems to be considered in a life cycle cost analysis (LCCA). The LCCA is to be submitted by the successful contractor.
  - c. List of specifications to be used.
  - d. A description of the proposed Direct Digital Controls System (DDC) to be used, if applicable.
  - e. Utilization of Renewable Energy. Utilization of renewable energy systems is encouraged. Clearly define any proposed renewable energy systems. Provide all manufacturers' catalog and performance information in order to clearly assess its limitations and applicability. Clearly identify projected increases or decreases in operations and maintenance costs as compared to standard system. Consideration for the use of renewable energy systems will be given.

- f. Energy Conservation Design Narrative. Energy conservation measures shall be indicated. The narrative shall describe measures and techniques that are proposed in the design that will conserve energy. Must comply with the Illinois Energy Conservation Code.

10) **Environmental Compliance**. The following items shall be submitted with the proposal:

- a. Narrative. Describe your team's approach to environmental compliance and the proposed management program to be used for the tracking, management and compliance of all environmental issues. Develop a detailed environmental compliance plan identifying all environmental and construction type permits required, primary office having jurisdiction, general description of requirements, processing time and potential impact on project schedule. Plan shall clearly address the following areas:
  - i. Permit Application and Compliance Testing
  - ii. Hazardous Material Identification & Management
  - iii. Hazardous Waste Management & Disposal
- b. Tracking System. Contractor shall provide any forms and/or systems used to effectively manage these requirements throughout the life of the project
- c. Utilization of Recycled Materials. Clearly define any recycled materials to be used. Provide all manufacturers' catalog and performance information in order to clearly assess its limitations and applicability. Ensure information clearly defines the amount of recycled materials being used and their proposed use. Consideration for the use of recycled materials will be given.

E. Volume 4

1) **Deviations and Betterments**

- a. **Deviations**. Provide a written narrative to clearly define what the proposed deviation from the scope of work is and whether or not it will result in an increase or reduction of the overall project cost. DO NOT include any costs in this narrative. All cost information associated with a proposed deviation should be included in the Design-Build Pricing Schedule in the space provided for Deviations.
- b. **Betterments**. Provide a written narrative to identify what Betterments (if any) are included in the proposal. DO NOT INCLUDE any costs for the Betterments in this narrative. All cost information for the proposed Betterments should be included in the Design-Build Pricing Schedule in the space provided for Betterments.

## **SECTION 00 51 00 – PROPOSAL EVALUATION AND AWARD**

- .1 The CDB intends to award a contract to the offeror deemed responsive and responsible in accordance with applicable statutory requirements and administrative rules, and whose proposal conforms to the RFP's requirements and receives the highest overall ranking from the Selection Committee.
- .2 The source selection process will be conducted in two phases as authorized in the Design-Build Procurement Act (30 ILCS 537/1 et seq.). There will be two separate evaluations made.
  - A. Under Phase I, past performance and technical capabilities will be evaluated.
  - B. If fewer than two (2) proposals are received for Phase I, CDB will not review the proposals, but will return them unopened to the offeror. CDB will then decide whether to withdraw the project or re-advertise it.

- C. Following the review, evaluation, and rating of the Phase I proposals, the CDB may select no less than two (2), but no more than six (6), of the highest rated Offerors to submit the Phase II technical and cost proposals for consideration by the CDB. If fewer than two (2) Phase I proposals are deemed acceptable for Phase II selection, CDB may withdraw the project or re-advertise it.
  - D. Phase II evaluation criteria and weighting factors are provided, however, the CDB reserves the right to amend the criteria and/or weighting factors by addendum.
- .3 The offerors' proposals, for those who submit proposals for both Phase I and Phase II, are defined as all information that was submitted in response to the requirements of both phases of the RFP.
  - .4 Offerors are reminded to include their best technical and price terms in their initial offer.
  - .5 Noncompliance with the RFP requirements may raise serious questions regarding an offeror's technical and/or cost performance and may be grounds to eliminate the proposal from consideration for contract award. Failure to include all information requested may adversely affect the evaluation and/or result in elimination from the competition.
  - .6 A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will be easy for the CDB to understand and will enable the CDB to perform a thorough and fair evaluation.
  - .7 The CDB will conduct proposal compliance review after the submittal closing date for determination of basic proposal adequacy prior to providing the proposals to the evaluators. Failure to provide a complete proposal (all required Volumes) may result in the proposal being removed from further consideration for award.
  - .8 Although the assessment of past performance as a specific evaluation factor is separate and distinct from the determination of responsibility, past performance information obtained herein will be used during the CDB's responsibility determination. The CDB also reserves the right to obtain additional information solely for the purpose of making a responsibility determination from all offerors after receipt of proposals. Request for responsibility information does not constitute discussions.
  - .9 The CDB intends to evaluate proposals and award a contract, based on the content of submittals received, without discussions with offerors. CDB will conduct interviews for offerors selected to advance into the Phase II evaluation process.
  - .10 The CDB reserves the right to conduct interviews in accordance with CDB Rules and Regulations and this RFP; however no changes to the proposal can be made through the interview process.
  - .11 The proposal must set forth full, accurate and complete information as required by this RFP. The CDB will rely on such information in the award of a contract. By submission of the offer, the Offeror agrees that all items proposed (if applicable, e.g., key personnel, subcontractors, plans, etc.) will be utilized for the duration of the contract and any substitutions will require prior CDB approval.

## **SECTION 00 51 01 – PHASE I EVALUATION**

### **.1 General**

- A. **Weighting of Factors.** Weighting criteria shall be disclosed in a project-specific basis, by a table attached to the RFP.

- B. The evaluation will include, but is not limited to, the following:
- 1) Experience of personnel assigned to the project;
  - 2) Successful experience with similar project types;
  - 3) Financial capacity;
  - 4) Timeliness of past performance;
  - 5) Experience with similarly sized projects;
  - 6) Successful reference checks;
  - 7) Commitment of assigned personnel for the duration of the project and qualifications of the entity's consultants;
  - 8) Past performance and ability in meeting or exhausting good faith efforts to meet the utilization goals for business enterprises established in the Business Enterprise for Minorities, Women and Persons with Disabilities Act and with Section 2-105 of the Illinois Human Rights Act.
- C. Evaluators will consider current and trends of the performance information while conducting the performance evaluation.
- D. The offeror's submitted experience and professional data for their intended designer(s) and subcontractor(s) for design and any major system shall obligate the offeror to perform this work with the subcontractor(s) or firm(s) evaluated, unless an acceptable substitution is otherwise approved by the CDB.
- E. This submittal shall not exceed fifty (50) pages. CDB will evaluate only the information contained in the first fifty (50) pages per this section.

## **.2 Experience of Personnel Assigned to the Project**

- A. Include only personnel who will be active participants on this project team.
- B. Preference will be given to experience with current firm. However, if experience with current firm is limited, experience with previous firms will be considered.
- C. Experience must include experience relevant to position on this project team.
- D. Design Build experience of team members may receive a greater consideration. Include experience where a design-build team has worked together on previous design-build projects.
- E. Of particular interest is the experience and qualifications of both the designer(s) and sub-contractor(s). Failure of an offeror to demonstrate that all lead design personnel are registered and/or certified in their discipline may adversely affect the evaluation.
- F. At a minimum the discussion must adequately address the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the quality control manager; LEED documentation facilitator and the construction manager and/or project superintendent.

## **.3 Past Performance**

### **A. General**

- 1) The past performance proposal is limited to twenty-five (25) pages.
- 2) List at least five (5) projects in the past ten (10) years.



- 3) An offeror with no, or limited, past performance may receive ratings based on the evaluation of its predecessor companies, key personnel, and/or subcontractors. These ratings may not have the same weight as the ratings of the proposing company.
- 4) CDB may contact the points of contact indicated for additional information and to assure validity of the received questionnaires. The CDB may contact sources other than those provided by the offeror for information with respect to past performance. These other sources may include, but are not limited to interviews, telephone interviews, and CDB personnel with personal knowledge of the offeror's performance capability. The CDB reserves the rights to obtain and evaluate past performance information from any source it deems appropriate.
- 5) The CDB may take into account past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to this project. If multiple subcontractors are provided for the same discipline the CDB will use the lowest rated subcontractor in the evaluation. The evaluation will also consider information provided relative to corrective actions taken to resolve problems on past or existing contracts.
- 6) Current performance that which occurred within the past five (5) years prior to the RFP release date. Within this period, performance that occurred later in the period may have greater significance than work that occurred earlier in the period. Projects that are not current will not be considered in the evaluation.

**B. Experience in Project Type.** Weight will be given to the following:

- 1) Previous experience, as well as experience on design-build, higher education campus projects, and LEED Platinum and/or Net Zero facilities.
- 2) Similarity of the client type.
- 3) Location at which work was performed.
- 4) Construction methods.
- 5) Complexity of work.

**C. Record of On-Schedule performance**

- 1) Contractor will be evaluated on meeting the original contracted schedule for each listed project.
- 2) If delays were outside contractor's control, please explain (do not exceed the page limit).
- 3) Resolved delays in an expeditious manner.
- 4) Identification/correction of deficient work in a timely manner.
- 5) Provided submittals in a timely manner.
- 6) Timely completion of punch-list items.
- 7) Timely submission of close out documents.
- 8) Contractor provided timely and satisfactory response to warranty issues after project completion.
- 9) Assessment of liquidated damages (frequency, circumstances, severity of problem, etc.).

**D. Experience with Similarly-Sized Projects**

- 1) Greater weight will be given to projects of similar size, complexity and value.
- 2) Project scope.
- 3) Square footage, HVAC size, other project-specific factors.

**.4 Financial Capability**

- A. Bonding Capacity
- B. Insurance
- C. Bank References

**.5 Successful Reference Checks**

- A. Contractor must request references for all projects listed.
- B. All reference checks are part of the submittal package.
- C. Greater weight will be given to similar projects which most closely resemble the project identified in this RFP in type, magnitude, complexity, cost, design or features and scope will receive the highest consideration.
- D. Based on the contractor's overall performance, how willing is the customer to re-hire the offeror.
- E. Quality Control (QC) (Design and Construction)
  - 1) Quality of Workmanship
  - 2) Adequacy of the Contractor QC
  - 3) Adequacy of Materials
  - 4) Adequacy of Submittals
  - 5) Adequacy of "As-Built"

**.6 Collaborative, Teaming, Problem Solving Attitude**

**A. General Business Practices**

- 1) Contractor to provide experienced managers, and supervisors with the technical and administrative abilities needed to meet contract requirements.
- 2) Contractor shall cooperate to resolve problems, attend meetings (as applicable) and maintain communication to assure satisfactory resolution.
- 3) The contractor shall submit proposals that accurately represented the work required.
- 4) The CDB will evaluate the implementation plans for utilizing "fast track" procedures this project. Offeror must demonstrate a suitable understanding of the process and adequately address any anticipated risks associated with Design-build processes.
- 5) The proposal shall demonstrate adequate office capabilities for ensuring proper administration of a project of this magnitude and complexity.
- 6) The extent of the offeror's office capabilities for using BIM (Building Information Modeling), specifically REVIT, and other forms of automation on this project as well as capabilities for project scheduling will be considered.

**B. Subcontractor Management**

- 1) History of hiring experienced subcontractors.
- 2) History of paying subcontractors/suppliers in a timely manner
- 3) Proposal provides a detailed and adequate discussion of the proposed organization and the roles and responsibilities of the various sub-contractors for both design and construction.

**C. Site Management/Supintendent/Designer Involvement**

- 1) Management team shall ensure compliance with contract requirements & safety regulations.
- 2) Management team shall act promptly to resolve problems and ensure work quality.
- 3) Site Management team has sufficient authority to make decisions or take actions during project performance.

- 4) Site manager/Superintendent present on site when work is performed providing adequate on-site supervision.

**.7 Meeting MBE/WBE/VBE Goals on prior projects**

- A. Workforce goals.
- B. Utilization goals.
- C. Community outreach.
- D. Individual firms' (offeror, listed subcontractor, listed A/E firm) performance in meeting goals on previous CDB projects.

**.8 MBE/WBE/VBE/PBE PHASE I UTILIZATION PLAN**

- A. Demonstrate intent to comply with 00 42 10.3B. Full compliance to be demonstrated prior to commencement of the work.
- B. Evaluation of Proposed Utilization Plan:

MBE/WBE/VBE/PBE Utilization Plan

Exceeds stated goals by 30% or more	Maximum Points
Exceeds stated goals by 25% or more	Maximum Points x 2/3
Meets but does not exceed goals	Maximum Points x 1/3
Meets at least 75% of the goals	Maximum Points x 1/4

**.9 Other past performance considerations:** The CDB may also consider the following issues when evaluating an offeror's past performance.

- A. Effectiveness of prior value engineering change proposals (impact on reducing cost or schedule, increasing efficiency or improving quality).
- B. Professional/Industry Awards.
- C. Letters of appreciation, recognition or commendation, etc., received on behalf of a customer may be submitted. The CDB will consider up to five (5) such documents.
- D. Unique skills and accomplishments.
- E. Prior contract terminations.
- F. Adherence to Design Build Statements of Work and/or accepted proposal to include betterments.
- G. Other data provided by the offeror, which is not required, or other data available to the CDB may also be considered when evaluating an offeror.

**SECTION 00 51 02 – PHASE II EVALUATION**

**.1 General**

- A. The CDB reserves the right to reject any or all proposals at any time prior to award; to award a contract to other than the offeror submitting the lowest priced offer; and to award a contract to the offeror submitting the proposal determined to be the most advantageous to the CDB.

- B. It is the CDB's goal to award the project within its design build cost limitation as listed in Section 00.21 15.6. Significant variation from this amount could result in the CDB's inability to award based on lack of funding authority.
- 1) Offerors are expected to provide a means by which they can deliver the project at or near the published budget amount.
  - 2) A proposal where the Base Bid plus Deviations (Line 18 on the Pricing Schedule) exceeds the published budget by more than 10% will be considered to be materially deficient and the proposal will be rejected.
- C. If, because of reasons beyond the control of management, the original key design and/or contractor positions are not able to fulfill this obligation, replacement personnel with same or exceeding the education and experience shall be provided to the CDB for acceptance.
- D. Requirements stated in this RFP are minimum requirements. Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. Deviations from space and adjacency requirements are discouraged unless the change results in a significant improvement to the facility. Deviations from any requirements should be clearly noted and justified in the proposal.
- E. Items offered by the proposal, exceeding or deviating from the RFP minimum requirements, shall be clearly identified as a "Betterment" or "Deviation" and noted on the drawings and included in the schedule as appropriate. The following applies to all the Technical Data proposal requirements.
- 1) Betterments. Betterments must be listed separately for each of the elements. If provided, the offeror will be evaluated on the priority and number of Betterments proposed. Higher evaluations will be assigned based on the value and CDB's evaluation of the desirability of Betterments proposed. The CDB reserves the right to accept or reject a Betterment based on desirability and project needs. The CDB reserves the right to accept or reject any Betterment without discussion.
  - 2) Deviations. The Offeror shall provide a list of all other deviations, deemed necessary by the Offeror to achieve cost limitations or meet statutory requirements, and/or deemed mandatory due to technical flaws in the RFP (i.e. performance, structural integrity, safety, maintainability, applicable code requirements, etc) in order to deliver the intended basic requirements of the RFP. Offerors who desire to propose deviations for CDB consideration should first propose the requirement as specified in the CDB documents. Each deviation shall include an explanation of why the Offeror believes the deviation is necessary costs and or credits, by item, shall be listed by the offeror as an option addendum to the price schedule in the RFP. Reference the Design-Build Pricing Schedule – DBPS included with the RFP.
- F. Pre-award value engineering: Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. Offerors who desire to propose alternatives for CDB consideration are encouraged to do so, but should first propose the requirement as specified in the CDB documents. Each alternative shall include an explanation of what the benefits are and why the Offeror believes the alternative is in the best interest of the CDB. Costs and or credits, by item, shall be listed by the offeror as an option addendum to the price schedule in the RFP. Reference the Design-Build Pricing Schedule – DBPS included with the RFP. Acceptance of these proposed options will be at the sole discretion of the CDB.
- G. Data listed in the instructions provided for Technical Evaluation Criteria will be utilized for technical review and evaluation.

- 1) The Technical Evaluation Criteria will include, but is not limited to, the following:
  - a. Compliance with objectives of the project;
  - b. Compliance of the proposed services to the RFP requirements;
  - c. Quality of products or materials proposed;
  - d. Quality of design parameters;
  - e. Design concepts;
  - f. Innovation in meeting the scope and performance criteria; and
  - g. Constructability of the proposed project.
- 2) The CDB will evaluate the potential of the Offeror's approach to successfully meet RFP requirements. The Proposal will be evaluated for inclusion of all tasks identified in the proposal requirements detailed in Section 00 42 10.
- 3) To be considered effective, the approach will, at a minimum, demonstrate:
  - a. Understanding of the Design-Build requirements of the RFP;
  - b. Use of sound design-build principles;
  - c. Compliance with the engineering criteria; and
  - d. Use of sound engineering principles.
- 4) Materials indicated in the design/construction criteria Bridging Documents but not indicated in the offeror's specifications, will be assumed to be included and a part of the proposal. Do not depict items that are not part of the offer.

#### H. Cost Evaluation Criteria

- 1) The Cost Evaluation Criteria will include the following:
    - a. Total project cost;
    - b. Construction costs; and
    - c. Time of completion.
  - 2) The total project cost will account for 25% of the Phase II scoring criteria, which includes technical evaluation criteria.
- .2 **COMPLIANCE WITH OBJECTIVES.** The CDB will ascertain whether the offeror has demonstrated a functionally integrated understanding of the project as detailed below.
- A. **Project Management Plan.** This information will be evaluated in terms of the degree to which the plan demonstrates the soundness of the Offeror's proposed organization and management structure that will be set up for controlling this project
- 1) The overall plan must demonstrate how the offeror will control the job. The evaluation will consider:
    - a. lines of authority/responsibility and communications;
    - b. means by which quality control will be ensured during the life of the project (design and construction);
    - c. safety management;
    - d. facilitation of early identification and resolution of problems;
    - e. ability to respond promptly to changes;
    - f. handling of warranty issues; and
    - g. corporate support.

- 2) Sufficient detail will have been provided so the CDB has a clear understanding of the offeror's intended performance and shall take into consideration the material provided in the technical data proposal. Project Management Plans will be evaluated for inclusion of all tasks identified in the Project Management Plan submittal requirements detailed in Section 00 42 10.
- 3) The ability of the Offeror's plan to deliver a quality product and effectively manage the construction team and coordinate all work throughout the design and construction phase of this project will be evaluated. Higher evaluation ratings can be achieved with a thoroughly detailed Project Management Plan suitable for the scope and complexity of this project, and which addresses each of the following at a minimum:
  - a. Organization and Personnel;
  - b. Sub-Contractor Management;
  - c. Quality Control Procedures;
  - d. Safety Procedures;
  - e. Risk assessment of factors; and
  - f. Mitigation plan (may impact budget, quality, or schedule).
- 4) Procedures for contract closeout (Punch list, as-builts etc).
- 5) The CDB may favorably consider proposals that demonstrate that decision authority for change orders and negotiations have been delegated to the on-site project manager.
- 6) The CDB may favorably consider offers that propose a representative of the design firm (designer of record) be present on-site during the entire construction phase.

**B. Planned Safety Activities:** Provide a summary of the proposed Safety plan including:

- 1) Plans for training and documentation.
- 2) Demonstrated familiarity with and adherence to OSHA standards.
- 3) Describes steps taken to promote safety during construction.
- 4) Explains plans to maintain an accident-free worksite.

**C. Design and Construction Schedule.** The proposal shall include a schedule that logically details task and timing of the work effort and provides a realistic projection of project events, accomplishments, and criteria and the expected dates of each.

- 1) The schedule will provide clear tracks for design, technical, schedule, management, etc, and the relationship between them and will be presented in a way that provides CDB the confidence that the project is structured to be executable for the resources indicated.
- 2) Each major task is directly traceable to the requirements of the project.
- 3) If proposed, the offeror has provided an integrated Design and Construction Schedule with all "Fast Tracking" areas clearly identified.
- 4) To be acceptable the schedule must show total completion of the project within the time frame indicated in Section 00 42 10.3.C above or as amended. If an alternate schedule is proposed, the alternate schedule must have measurable and desirable benefits.
- 5) Positive consideration will be given to a schedule that provides benefit to the CDB.

.3 **COMPLIANCE WITH PROPOSAL REQUIREMENTS: PROJECT KEY PERSONNEL.** Minimum qualifications and registration requirements are needed. Offeror must demonstrate compliance with the RFP instructions.

A. Personnel of primary teaming partners will be recognized and evaluated in the same manner as personnel of the Offeror.

B. Design and Construction Personnel.

1) Experience on similar projects, education, professional certification/registration, responsibilities/duties, and years of experience will be evaluated for the key design personnel identified. Offerors with key design personnel with prior experience on similar design projects and/or completion of design-build projects of similar scope and magnitude may receive a more favorable evaluation.

2) The Project Manager may receive a more favorable evaluation based upon experience with Design-build and/or teaming with the prime construction contractor.

.4 **QUALITY**

A. **Quality Of Materials**

Ensure the quality of the materials and equipment proposed meet or exceed the quality required by the RFP.

B. **Quality Of Design Parameters**

- 1) Details meet or exceed quality of design intent.
- 2) Design intent of bridging documents is met or exceeded.
- 3) Procedures for compliance with local codes as required.

C. **Quality Control Plan**

The Quality Control Plan along with a narrative shall provide a schedule of monitoring to ensure a high level of construction quality.

- 1) The plan addresses the minimum requirements of Technical Specifications Section 01440 – Contractor Quality Control (furnished with the Phase 2 RFP package) entitled "Contractor Quality Control Design-build."
- 2) Proposal provides adequate discussion of the Contractor Quality Control activities that meet the requirements of special contract requirements and specifications.
- 3) Proposal provides a narrative of the explanation of the Contractor Quality Control activities that meet the special contract requirements and specifications. To be favorably rated the offeror's program will include the following characteristics:
  - a. A clear identification of the personnel responsible for quality control and a clear policy establishing their authority. The quality control group shall be separate and apart from (not the same as) the people that are doing the construction.
  - b. A specific description of the tasks and functions of the quality control personnel.
  - c. A specific policy establishing schedules for the performance of quality control tasks.
  - d. A policy for reporting quality control findings to the CDB.

- e. A procedure whereby the CDB may resolve disputes that have not received satisfactory responses from the first levels of quality control personnel.
- f. A plan for material storage and protection.
- g. The names of acceptable testing laboratories to be used and the procedures for test data reporting.
- h. Proposed processes for handling field problems and assuring Designer of Record involvement throughout the construction period are detailed and adequate. Particular attention will be paid to the inclusion of the major construction subcontractors during the design process as well as the definition of the roles and responsibilities of the various subcontractors.
- i. An adequate plan for review, evaluation, and Offeror Quality Control of the Design Submittals prior to CDB receipt. Review of submittals and extensions of design are discussed. Of particular interest is the role of the Designer of Record in all design and construction progress.

**.5 DESIGN CONCEPTS**

Shall provide adequate procedures for involving Key Subcontractors in the design development.

**.6 INNOVATION IN MEETING SCOPE AND PERFORMANCE CRITERIA**

Improvements or betterments, if accepted, will be factored into the rating of this parameter.

**.7 CONSTRUCTABILITY**

- A. This criterion will be evaluated on the offeror's explanation of why certain construction methods were chosen and the Bridging A/Es evaluation of the following items.
- B. Use of standard details.
- C. Coordination between trades.
- D. Use of readily available materials and equipment.
- E. Use of industry standard construction and installation methods.
- F. Site access plan.
- G. Hoisting plan.
- H. Other items as noted by the Bridging A/E.

**.8 MBE/WBE/VBE PLAN**

- A. Demonstrate intent to comply with 00 42 10.3B. Full compliance to be demonstrated prior to commencement of the work.
- B. Workforce PC-2 Goals. PC-2 workforce projections must be included in Volume 1 of the Phase II proposal at the time of submission. Following the Authorization to Proceed (ATP) and prior to the commencement of work, utilization plans shall be evaluated by the designated agency personnel for acceptability. To be acceptable the plan must adequately address the required statutory elements set forth in SD-DB sections 00 43 38 and 00 43 39.
- C. Evaluation of Proposed Utilization Plan:

MBE/WBE/VBE Utilization Plan and PC-2 Points

Exceeds stated goals by 30% or more	Maximum Points
Exceeds stated goals by 25% or more	Maximum Points x 2/3
Meets but does not exceed goals	Maximum Points x 1/3
Meets at least 75% of the goals	Maximum Points x 1/4



Fails to meet at least 75% of the goals	0 points
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## .9 PHASE II- COST EVALUATION

- A. **General:** The purpose of the price/cost evaluation is to determine whether an offeror's proposed prices/costs for the project are reasonable and realistic in relation to the RFP requirements and demonstrate an offeror understands the proposal requirements.
- 1) Any offer (proposal) received that exceeds the CDB budget amount may result in proposal rejection without discussion and without being evaluated or considered for award.
  - 2) At a minimum, the proposal cost breakdown, must be broken down and submitted by utilizing the Design-Build Pricing Schedule included with this RFP. If the Offeror chooses to provide greater detail it must be in addition to this required format.
  - 3) The CDB will conduct a price/cost evaluation of each offeror's proposal to determine whether or not each proposal is reasonable and realistic. Proposals unrealistically high or low in price, when compared to the CDB estimate, and market conditions evidenced by other competitive proposals received, may be indicative of an inherent lack of understanding of the RFP requirements and may result in proposal rejection without discussion. Any inconsistency, whether real or apparent, between proposed performance and price must be clearly explained in the price proposal. For example, if unique and innovative approaches or conditions are the basis for an unbalanced/inconsistently priced proposal, the nature of these approaches and their impact on price must be completely documented. The burden of proof of cost (Price) realism rests solely with the offeror.
  - 4) In evaluating cost proposals, cost savings to the State of Illinois, outside the cost of the project, arising from an acceptable innovative technical approach such as those resulting from a reduction in the project schedule, may be favorably rated.
  - 5) Proposals evaluated as not satisfying all of the price/cost criteria may be eliminated from further consideration unless the CDB determines that a minor clerical error has occurred, and then the offeror may, at CDB's discretion, be given an opportunity to correct the minor error.
  - 6) In the event the CDB does not award a contract pursuant to this RFP within 90 calendar days after receipt of proposals, CDB reserves the right to allow offerors to make an adjustment in their price proposals to allow pricing adjustments caused by fluctuating construction material market conditions. CDB will notify Offerors, normally by email, of a common closing date for receipt of the adjusted price proposals. No additional proposal revisions will be allowed under these conditions.
- B. **Cost Evaluation Scoring**
- 1) The total project cost will account for 25% of the Phase II scoring criteria, which includes the technical evaluation scoring criteria. The DB Weighted Scoring Criteria provides a breakdown of the maximum points for each category.
  - 2) Price points for the cost evaluation criteria will be calculated using the following formulas:
    - a. Total Project Cost Points

$$\text{Maximum Points} \times \text{Lowest Total Project Cost}$$

Offeror's Total Project Cost

b. Construction Cost Points

$$\text{Maximum Points} \times \frac{\text{Offeror's \% of Construction Costs relative to Total Project Cost}}{\text{Highest \% of Construction Costs relative to Total Project Cost}}$$

c. Time of Completion Points

Meet or exceed schedule	Maximum Points
Failed to meet schedule	Maximum Points x 2/3
Failed to address schedule	Maximum Points x 1/3

**.10 INTERVIEW**

- A. CDB will give offerors selected for review of Phase II proposals an opportunity to further the CDB's understanding of the information contained in their written proposals. These interviews will be held on the date specified in Section 00 21 16.G. Design-build entities selected for an interview will be notified in writing on the date and time of the interview. The interviews will be held at

Capital Development Board  
555 W. Monroe St., 8<sup>th</sup> Floor  
Chicago, Illinois 60661

- B. *One hour and thirty minutes* will be allowed for the interview as follows:

- 1) Sixty (60) minutes for the team presentation
- 2) Thirty (30) minutes for questions and answers.
- 3) Equipment may be brought to the presentation location without prior approval of the CDB.
- 4) CDB will provide a flat panel display for the presentation but all other equipment will be the responsibility of the DB Entity (i.e., lap top computer, etc.)


- C. Offerors are cautioned that all information provided, regardless of the format, shall be considered as proposal information, and used in the evaluation process, unless specifically excepted in writing by the offeror or the CDB.
- D. The interview will provide the offeror with the opportunity to briefly explain any specific documentation presented, to highlight the special features and significant technical points of their proposal, and to identify the benefits of the offeror's technical data proposal. Betterments or alternatives that the offeror has included in their proposal should be discussed in detail (excluding any cost implications).

**.11 AWARD**

- A. The CDB will award a firm fixed-price contract to that responsible Offeror whose proposal contains the combination of those criteria described in this RFP offering the best overall value to the CDB. Best value will be determined by a comparative assessment of proposals against all source selection criteria in this RFP.
- B. A written award or acceptance of offer mailed, or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further action by either party.

This contract is subject to the written approval of CDB and the Chief Procurement Officer (CPO) and shall not be binding until so approved.

## **SECTION 00 51 24 - AMENDMENTS**

- .1 CDB reserves the right to revise or amend the RFP, specifications, and/or drawings, including changes to the date the proposal is due. Such changes, if any, will be announced by an amendment or amendments to this Request for Proposal. All information relating to this RFP, including pertinent changes/amendments and other applicable information will be posted a minimum of three (3) days prior to the date set for receipt of proposals in CDB's volume of the Illinois Procurement Bulletin available on the CDB website:  <https://cdb.illinois.gov/procurement/construct-northern-illinois-center-for-community-sustainability.html> Though every effort will be made to provide email notification when a change is posted, such notification is NOT guaranteed and should not be expected. Offerors are strongly cautioned to check this site frequently to ensure they have the latest information.
- .2 Receipt of an amendment by the offeror must be acknowledged in the space provided on the Proposal Transmittal Form (DB-PTF) in accordance with Section 00 51 24 of the Standard Documents for Design-Build Projects. Explanations or instructions given in a form other than an amendment to the RFP shall not be binding.