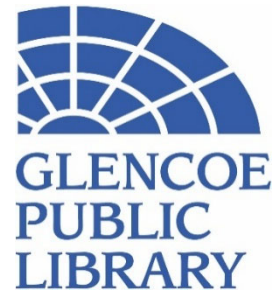


REQUEST FOR PROPOSALS

For Construction Manager Services and Opinion of Probable Cost
June 15, 2026

GLENCOE PUBLIC LIBRARY

320 Park Lane Glencoe, Illinois 60022



GLENCOE PUBLIC LIBRARY MISSION STATEMENT

Our mission is to be a vital and welcoming community partner that encourages personal connection and lifelong learning. The library’s vision is to be your first stop for information, discovery, and connections. The library’s core values are:

- Service – Offering a friendly, accepting, and helpful library experience for all
 - Community – Serving as a community center and as a committed partner to local agencies and organizations
 - Access – Providing a comfortable building complemented by community outreach, virtual programs, and 24/7 access to materials
 - Knowledge – Helping patrons navigate a world of information
 - Intellectual Freedom – Upholding the right of patrons to seek and receive information
-

Glencoe Public Library (“**GPL**” or the “**Owner**”), through this Request For Proposals (“**RFP**”) invites construction firms (“**Proposers**”) to submit proposals to perform pre-construction and construction phase services as outlined in this RFP to construct additions to and renovate an existing library facility at the property located at 320 Park Lane in Glencoe, Illinois, (the property hereinafter referred to as the “**Property**,” and such renovations and improvements, together with such services, hereinafter referred to as the “**Project**”).

Pursuant to this RFP, the Owner intends to select a single CM firm or CM joint venture team to serve as Construction Manager (the “**Construction Manager**” or “**CM**”) for ‘turn-key’ construction of the Project. This RFP is comprised of this document and its attachments as follows:

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ATTACHMENTS

Attachment A	Concept Design Package, comprised of concept drawings, area diagram and MEPFP Narrative and Cost Estimate
Attachment B	ALTA/NSPS Survey by Gremley & Biederman
Attachment C	PHASE I ESA Report by V3
Attachment D	ACM / LBP Report and remediation budget by TEM
Attachment E	Geotechnical Report by GEI
Attachment F	NOT USED
Attachment G	Insurance Requirements
Attachment H	Form of Proposal Cover Letter
Attachment I	Proposer Information and Disclosure Forms (for reference only)
Attachment J	Proposal Commitment Form

1. PROJECT OVERVIEW

Opened in 1941, Glencoe Public Library has undertaken a major capital project to expand and renovate a beloved community asset. The capital campaign, entitled “Rooted in History, Building for Tomorrow” endeavors to renovate and restore the 85-year-old, approximately 21,000 square foot facility and expand its footprint with two additions totaling approximately 4,700 square feet.

The Owner, Glencoe Public Library (“**GPL**”), is seeking well-qualified, responsible firms to perform pre-construction and construction phase services.

The primary project site is located at 320 Park Avenue on one contiguous parcel of land in Glencoe, Illinois, shared by other municipal functions, namely Wayman Green and Village Hall. The library facility was originally constructed as a purpose-built library in 1941. The facility received several major capital investments to abate, renovate and expand the facility to its current footprint at approximately 21,000 square feet.

The primary project site is north adjusted on the block bound by Park Avenue to the north, Green Bay Road to the east, Hazel Avenue to the south and Village Court to the west. The parcel is surrounded by the Glencoe central business district. The property includes one (1) Property Identification Number (“PIN”) as pictured and listed below in the entitlement section and will hereinafter be referred to as the “**Site**”.

The construction budget for the project is \$13M. All construction materials will be tax exempt due to the owner’s status as a municipal corporation.

The scope of work is comprised of two additions to the south of the existing structure as well as a large scale renovation and certain site improvements to the existing facility. The additions include a two story, approx. 2320 sf addition to the southeast and a single story, double height, approx. 2390 sf addition to the southwest. More details pertaining to the scope of work identified in Attachment A, the Concept Design package.

The Project will be designed to achieve base level LEED certification and will incorporate energy conservation measures. During the pre-construction phase, renewable energy systems will be evaluated for inclusion into the Project, inclusive of a geothermal well field and a “solar ready” roof assembly which will be able to accept a future array on the roof of the addition(s).

2. REGISTRATION OF INTEREST AND DOCUMENT RETRIEVAL

To register interest in the project and intent to propose, please email the four (4) contacts below. Upon receipt, a link to the above-mentioned attachments will be sent to each respondent. Additionally, should any discrepancies be identified between the RFP and attachments, or any questions arise, please inform the Development Advisor / Owner’s Representative (the “**DA/OR**”), and Architects via email in writing as follows:

OWNER	DA / OR	ARCHITECT	ARCHITECT
Andy Kim Glencoe Public Library Executive Director akim@glencoeibrary.org	Erin Lavin Cabonargi URBAN ReSOLVE Managing Director erin@urban-resolve.com	Ian Kaminski-Coughlin SOM Architect ian.kaminskicoughlin@som.com	Jason Fisher SOM Architect jason.fisher@som.com

3. ENTITLEMENT, UTILITIES AND PERMITS

A. Entitlement

Ownership, Title and Possession: The Site is wholly owned by the Glencoe Public Library, a municipal corporation. As a unit of local government, all construction materials used in the project will be exempt from sales tax.

The facility has full title and possession of the Site comprised of the following PIN(s):

05-07-206-007



Zoning: On February 25, 2026, the Development Team sought and received unanimous approval from the Village of Glencoe Plan Commission for the proposed configuration, appearance review, continued land use and pre-existing variances.

B. Utilities

General utility data: The project has existing electrical and gas utility connections. The project will include an upgrade to the electrical service to feed heat pump based systems to provide thermal conditioning for the building.

Sewer: The project has an existing connection to a municipal sewer service.

Water: The project has a connection to a municipal water service which may require upgrade.

ComEd: The project requires an upgraded service from ComEd.

Natural Gas: The project will connect to Peoples Gas.

Fiber: Ownership currently contracts with Comcast for internet service. Per atlas data, the project site is well served by fiber.

C. Permitting

The Village of Glencoe manages its development, zoning, and building approvals through the Development Services Department, partnered with Public Works for engineering. Glencoe's framework is solely digital and utilizes a third-party plan reviewer to ensure that local health, safety, and architectural standards are met.

The building permitting and approval process will be supported by the Construction Manager, but will be led by the architect and owner's representative. All fees will be paid by the Owner.

For reference only, the process in Glencoe is structured as follows:

- i. Application & Intake: 100% digital process. Glencoe no longer accepts new permit applications via email or paper.
- ii. Portal: All new permit applications, plan uploads, and tracking must go through the Village's Citizen Self Service (CSS) Portal
- iii. Contractor Registration: All operating contractors (general, electrical, plumbing, landscaping, etc.) must submit active licensing and appropriate documentation directly through the portal for each specific permit.
- iv. Plan Review & Civil Engineering: The review pipeline splits into two categories depending on the nature of the work:
 - a. Building Codes & Plan Review: The Village contracts with SAFEbuilt, a professional third-party code enforcement firm, to handle all standard structural building plan reviews, zoning reviews, and field inspections. SAFEbuilt plan examiners maintain routine office hours at Village Hall (typically Monday, Wednesday, and Friday) to consult on active reviews.
 - b. Site Development & Engineering: Managed directly by the Glencoe Public Works Department, site development plans are required for teardowns, re-developments, major additions, or any change that alters the impervious surface area or parcel drainage. These civil plans must be stamped by a licensed professional engineer (PE) or certified land surveyor and pass rigorous stormwater management and grading evaluations.
- v. Inspection and Construction Rules: Once a permit is issued and posted, inspections are coordinated through SAFEbuilt or Public Works (via the Village's dedicated inspections portal).
- vi. Permitted Work Hours:
 - Monday through Friday: 7:00 a.m. – 6:00 p.m.
 - Saturday: 9:00 a.m. – 6:00 p.m.
 - Sunday & Federal Holidays: No construction allowed.
- vii. Site Rules: Public Works routinely monitors tree protection fencing, silt fencing for stormwater runoff, dust mitigation, and the placement of dumpsters or scaffolding (which require a separate Right-of-Way use permit). Violations lead to immediate Stop Work Orders and citations.

PTO: Ownership is considering the integration of renewable energy measures (geothermal and/or solar thermal or photovoltaic array). If, during pre-construction, additional funding is identified to install an array, Ownership, in concert with the CM, will seek approvals from the Village and ComEd to install the array and to tie into the municipal power grid administered by ComEd. Upon installation of the array, permission from ComEd will be required to seek a

Permission to Operate (“PTO”) and establish net metering constraints.

4. DUE DILIGENCE

In preparation for the Project, the Glencoe Public Library has performed extensive due diligence as follows

- Conceptual Design: GPL has engaged SOM and their subcontractors as listed in the Development Team listed below to generate conceptual design package comprised of concept drawings, area diagram and MEPFP Narrative.
- Survey: GPL has engaged Gremley & Biederman who furnished both a meets and bounds survey as well as a full ALTA / NSPS survey.
- ESA, GPR & Scoping: GPL has engaged V3 Engineers who have furnished a PHASE I Environmental Site Assessment, a geophysical site assessment through ground penetrating radar as well as a scoping of existing connected utilities.
- ESA - The Phase I ESA report is complete and the document is available for download upon request. The Phase I assessment has revealed no evidence of Recognized Environmental Conditions (RECs), Controlled RECs, or significant data gaps in connection with the Site.
- GPR - In addition, the UST geophysical survey did not identify any underground storage tanks (UST) in the vicinity of the library building or areas of proposed building expansion.
- SCOPING - The sewer line was inspected and is 6-inch diameter cast iron line was identified the entire path to its connection to the sewer main, it is in good condition. For the water line, the team was able to identify a 2-inch line in good repair as visible where connected to the meter.
- Hazardous Materials: GPL has engaged TEM Engineers who have furnished an assessment of Asbestos Containing Material (ACM) and Lead Based Paint (LBP). The report is complete and available for download upon request. The consultant identified that previous extensive abatement has been performed, leaving limited, small quantities of ACM. They have identified a few limited areas where lead paint remains. Further, TEM has furnished a cost estimate for the removal of remaining ACM which will be included in the total Project Budget (read: excluded from the Construction Budget). TEM will be available as required during the preconstruction phase to advise on abatement and encapsulation strategies and timing of such.
- Geotechnical Testing: GPL has engaged GEI engineers to perform geotechnical borings and furnish a report regarding the structural stability of the soil and other subsurface explorations. Upon completion, the report will be available to the development team and the successful respondent to this RFP.

5. DEVELOPMENT TEAM

Development Advisor and Owner's Representative ("DA/OR") - The Owner has engaged a third-party Development Advisor and Owner's Representative for the Project:

URBAN ReSOLVE
516 N. Ogden Ave, #258
Chicago, IL 60642
Attn: Erin Lavin Cabonargi
erin@urban-resolve.com
312.925.2716

Surveyor – The Owner has engaged a surveyor for a Plat of Survey & ALTA/NSPS Land Title Survey:

Gremlay & Biedermann Land Surveyors
4505 North Elston Ave
Chicago, IL 60630
Attn: Tom Green
tgreen@plcs-survey.com
773.685.5102

Environmental Site Assessment – The Owner has engaged an environmental engineer to perform testing and assessment associated with expanded environmental assessment services inclusive of a Phase I Environmental Site Assessment, Geophysical Site Survey and Limited Phase II (if required by the Phase I ESA)

V3 Engineers
7325 Janes Ave
Woodridge, IL 60517
Attn: Rachael Berthiaume
rberthiaume@v3co.com
847.363.3517

Hazardous Materials Assessment – The Owner has engaged an environmental engineer to perform hazardous materials assessment services including asbestos and lead based paint environmental consulting services:

TEM Environmental, Inc.
174 N. Brandon Dr.
Glendale Heights, Illinois 60139
Attn.: Steven B. Geneser
sgeneser@tem-inc.com
331.262.9000

Geotechnical Assessment – The Owner has engaged an engineer to perform Subsurface Exploration & Geotechnical Engineering Services:

GEI Consultants
8615 W. Bryn Mawr Ave., Suite 406
Chicago, IL 60631
Attn: Darren S. Diehm
ddiehm@geiconsultants.com
310.845.5309

Architect ("Architect" of "AOR") – The Owner has engaged a third-party licensed architect, for the project:

SOM

Adam Semel – Partner-in-Charge

Ian Kaminski-Coughlin – Project Manager ian.kaminskicoughlin@som.com

Jason Fisher – Design Lead jason.fisher@som.com

The architect leads a team of consultants under their direction as follows:

Structural – SOM, Benton Johnson, PE

MEP/FP – dbHMS, Sachin Anand, PE

Civil Engineering – Engage, Kelsey Taylor, PE

Landscape – Hoerr Schaudt

Lighting Design – Gwen Grossman

Graphics & Wayfinding – Studio J9

Acoustics – Kirkegaard

Vertical Transportation – Lerch Bates

Cost Consulting - CCS

Utility Consultant – The Owner intends to engage a third-party utility consultant for coordination of dry utilities for the project.

6. CONSTRUCTION MANAGER SCOPE OF WORK AND PHASING

Overview – The scope of work will be comprised of pre-construction phase services and construction management services for a project including two additions and a major capital renovation.

Glencoe Public Library will maintain a limited operational presence during construction which will be open to the public. As such, the pre-construction phase will assist in the evaluation of two scenarios to achieve this goal as follows:

Option One – Expedited Delivery

This option contemplates temporary relocation of GPL operations in full, requiring no phasing of construction. This option will consider both a modular off-site solution for library operations as well as commercially available options.

Option Two – Phased Delivery

This option contemplates phasing the construction delivery to allow for limited on-site operational presence at all times during construction. In situ operations will require access to toilets and accessibility for people with disabilities.

Nearing completion of the Preconstruction Phase at the 75% construction document milestone, the Contractor will prepare a complete, guaranteed maximum price (GMP) proposal. The proposal submitted by the Contractor during the Preconstruction Phase will be constrained by the Proposers submitted pricing commitments (percentage multiplier) furnished in response to this RFP. The process and terms for Construction Phase pricing are outlined in greater detail below.

Project Phasing – The sequencing of the work is tied to maintaining operations during construction. The project has three (3) phases as follows:

Pre-Construction Phase

Construction Phase A – Early Award Packages and Enabling Work

Construction Phase B – Balance of Construction (whether expedited or phased)

Pre-Construction Phase Services– Pre-Con services will be performed for a lump sum as detailed in the submission requirements and will include the following:

- Detailed construction schedule development
- Detailed construction phasing and logistics planning
- Constructability reviews
- Design development budgeting and advisement on cost savings options and value engineering
- Guaranteed maximum price development
- Bid package documentation review and advisement
- Prime contractor bid packaging and management
- Prime contractor bid review and award recommendations
- Long lead item planning

Construction Phase A – Early Award Packages, Buyout and Enabling Work– After the award of Pre-Construction Services, but before the execution of the GMP, ownership anticipates limited work to be performed to enable construction phase operations and maintain project progress. The scope of work will be fully defined during the pre-construction phase in collaboration with ownership, the CM and the development team.

The goal of this phase is to aid in sequencing and to minimize the displacement of GPL operations to the extent possible.

This phase may include long lead time item deposits, shops and submittals, as well as any other work that can be performed without disturbing ongoing GPL operations (examples: excavation and installation of footings and foundations for the additions, steel shops and fabrication, installation of new service lines, or other work performed on the exterior of the Library).

The scope of work included in this phase is likely to also include enabling work to facilitate a phased delivery scenario **or** the installation of a modular library solution off site and away from the area of contract if no commercially viable temporary library option is available.

Construction Phase B – Balance of Construction - All remaining work in the GMP will occur during this phase. It is anticipated that the Phase B duration from mobilization to substantial completion and certificate of occupancy will be 12-14 months, but this will need to be coordinated by the CM during preconstruction.

7. FORM OF CONTRACT; STRUCTURE, PHASING, AND PRICING

Form of Contract – Based on qualifications and proposals submitted in response to this RFP, the Owner will select one Contractor with whom to negotiate contracts for preconstruction services and construction of the Project (each such contract, a “**Construction Contract**”). Each Construction Contract will be negotiated based on, and is expected to be in substantially similar form as AIA Document A133-2019 (the “**Agreement**”) and AIA Document A201-2017 (the “**General Conditions**”)--AS MODIFIED BY THE OWNER. By submitting a proposal in response to this RFP, each Proposer acknowledges and commits to enter into the form of Construction Contract, subject to any express exceptions submitted with the Proposer’s proposal as described in Section 11 of this RFP. Acceptance of a proposal by the Owner does not connote the agreement of the Owner to any exception included therein. The owner will not be bound to consider any material modifications to the terms and conditions of the form of Construction Contract that were not raised in the proposal.

Capitalized terms used but not defined in this RFP have the meanings ascribed to them in the form of Construction Contract.

Due to the source of project funding, the form of agreement will also include provisions common in publicly funded projects in Illinois and should be considered carefully in the response. They are listed below under "Ownership Requirements".

Contract Structure, Phasing and Notices to Proceed –

The pre-construction scope of work will be contracted in the form of a simple letter style agreement. The construction work for the Project will be contracted as a single project as noted above. However, if extenuating lead times or other special conditions require it, the work will be authorized in phases, likely issuing a Limited Notice to Proceed ("LNTP"), in advance of full GMP execution.

Preconstruction Phase: In the Preconstruction Phase, during the course of scope refinement and design of the Project, the Contractor will work with the Owner and the Architect, as well as any other consultants and contractors engaged by the Owner (collectively, referred to herein as the "**Project Team**"), performing preconstruction services to advance development of the Project. "**Preconstruction Services**" to be provided by the Contractor are described in the referenced form of Construction Contract, but for ease of reference, are expected to include, without limitation: confirming the scope of work for the Project, reviewing plans and assisting the Project Team on design methods (but excluding actual design services), constructability analysis, building system analysis, cost estimating, value engineering / identifying possible cost saving opportunities, schedule development, site logistics and other logistical planning, confirming schedule for long-lead materials, and bidding of trade contracts to reflect the entire intended scope and quality of the Project.

Of critical importance, this phase will evaluate logistics, sequencing options and cost impacts for Construction phasing options.

Construction Phase: In the Construction Phase, following the parties' agreement to pricing and phasing as described below, the Contractor will be authorized to proceed with construction Work and will be responsible for providing all labor, materials, equipment, supervision, and administration necessary to complete the Work for the Scope. Commencement of construction will not be permitted without the Owner's authorization to proceed. In order to achieve phased delivery of the Project if required, the Owner will issue partial or limited notices to proceed, allowing commencement of a limited scope of work on the basis of a phased approach to be developed and agreed to during the Preconstruction Phase.

The basis for the Contract Sum payable during the Construction Phase will be the Cost of the Work, plus the (Contractor's) Construction Manager's Fee, plus General Conditions Costs, General Requirements Costs, and Soft Costs, subject to a Guaranteed Maximum Price ("**GMP**") to be agreed by the parties during the Preconstruction Phase and established pursuant to a GMP form of agreement. Certain cost categories will be subject to caps established in the Construction Contract at initial contract execution, based on commitments made in the proposal response to this RFP.

GMP Proposal and Subcontractor Bidding: Pricing will be negotiated in phases, on the basis of comparisons to budget and cost information shared on an open-book basis, and, ultimately, GMP proposals submitted by the Contractor and approved by the Owner as an executed award recommendation. If required LNTPs will be established for each early phase of the Work. Upon issuance by the Owner of a notice of intent to authorize the final phase of the Work, the Contractor will prepare a Final GMP Proposal for the overall Contract Sum for the entirety of the Work. If and when the Final GMP Proposal is accepted, the parties will execute a GMP Amendment to the Agreement memorializing the agreed GMP and the information and assumptions on which it is based.

Before submitting a GMP proposal, the Contractor will be required to procure trade subcontractor bids, which will be shared with the Owner on an open-book basis. The Contractor will be expected to competitively bid the Work for subtrades with a minimum of three bids per trade. The Owner will have the option to add or reasonably object to bidders. Scope reviews for subtrades will be conducted with the Owner and Project Team. All subtrade buyouts and accounting must be open book. All subcontractor awards must be approved by the owner. Because competitive bidding of subcontracts will be required, Proposers shall not enter into exclusivity arrangements with trade contractors or diverse businesses for this Project or purposes of this RFP.

Any trade work that the Contractor wishes to self-perform shall also be competitively bid. The Contractor shall submit its own competitive bid to the Owner at least 24 hours before competitive bids from other bidders are due.

Due to funding source requirements, the GMP will include a 3% contingency. Owner approval of contingency amount and usage will be required, but will not be reasonably withheld. The Contractor shall track and account for contingency usage monthly.

Ownership Requirements – The Contractors must comply with all applicable local, State, and federal laws in the delivery of the Project and performance of the Work, including, but not limited to, labor laws, occupational safety and health standards and laws, non-discrimination, equal employment opportunity, and civil rights laws, and anti-corruption laws.

Ownership has appropriated certain public funds for the Project, and certain requirements will therefore apply to the Project, whether as a matter of law or the policies and goals of the Owner. Proposers are encouraged to review in detail the contractual requirements set forth below.

The following requirements (without limitation) will apply under this RFP and the Construction Contracts contemplated hereby:

- **EEO:** No Proposer shall discriminate on the basis of race, color, national origin, sex, age, religion, or handicap in participating in this procurement. The Contractor will be required to comply, and require its subcontractors to comply, with (among other laws) the Illinois Human Rights Act (775 ILCS 5/2-105, the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules thereunder.
- **Prevailing Wage:** Owner has determined that the Project is subject to the Prevailing Wage Act. Accordingly, Contractors shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under the Construction Contract, and shall comply with all applicable requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12).
- **Project Labor Agreement:** Because of the size, duration, and public purpose served by the Project, it is in the Project interest to have the Project completed in the most timely, efficient, and orderly manner possible, and without labor disputes or disruptions of any kind which might interfere with or delay the Project. Where necessary, each Proposer should be prepared, post-award, to negotiate and be bound by a project labor agreement. The agreement shall, at a minimum:
 - Set forth effective, immediate, and mutually binding procedures for resolving jurisdictional labor disputes and grievances arising before the completion of work.
 - Contain guarantees against strikes, lockouts, or similar actions.
 - Ensure a reliable source of skilled and experienced labor.
 - For minorities and women as defined under the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, set forth goals for apprenticeship hours to

- be performed by minorities and women and set forth goals for total hours to be performed by underrepresented minorities and women.
- Permit the selection of the lowest qualified responsible bidder, without regard to union or non-union status at other construction sites.
- Bind all contractors and subcontractors on the Project through the inclusion of appropriate bid specifications in all relevant bid documents.
- **Illinois Works Apprenticeship Initiative:** The Contractor shall comply with the Illinois Works Jobs Program Act (30 ILCS 559/20-20) regarding the requirements for apprentice participation. The goal of the Illinois Works Apprenticeship Initiative is that, for projects estimated to cost \$500,000 or more, apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less.

Material Sales Taxes – Note that Ownership is a municipal corporation, and is exempt from the payment of sales tax. The Contractor will be prohibited from including Illinois sales tax on the costs of any materials furnished in connection with the Project. The Owner will provide the Contractors with an exemption certificate giving the tax-exempt status number for use in purchasing materials, and each Contractor will be required to ensure that all materials for its Scope are purchased in a manner consistent with achieving tax exemption.

8. PROJECT SCHEDULE

The preliminary Project schedule follows and anticipates Pre-construction Services to commence immediately upon award and contract execution.

	START	DURATION	FINISH
Schematic Design:	7/1/26	10 weeks	9/9/26
Design Development:	9/9/26	12 weeks	12/2/26
75% Contract Documents:	12/2/26	12 weeks	2/24/27
100% Contract Documents:	2/24/27	4 weeks	3/24/27
GMP & Early Buyout:	3/24/27	pending CM counsel	
Construction:	pending CM counsel		

These durations are anticipated, but subject to change and preconstruction phase coordination.

9. SOLICITATION PROCESS

Solicitation Schedule –

1. Issuance of RFP: June 15, 2026
2. Pre Proposal Conference upon request, by Zoom
3. Site Tours: June 22, 23, 24, 25, 26, 27 or 29, 2026
4. Latest Questions Accepted: June 30, 2026 at 1:00 PM CST
5. **Proposals & Opinion of Probable Cost Due:** electronic: **July 3, 2026 at 5:00 PM CST**
Hard copies: **July 6, 2026 at 10:00 AM CST**
6. Interviews: July 9, 10 and Week of July 13, 2026

The above dates are subject to change.

Communications –

The Owner's points of contact for this solicitation is the Development Advisor and Owner's Representative (the "DA/OR") and Architect are listed in Section 2 of this solicitation.

Direct all questions regarding this RFP or the Project in writing via email to the DA/OR and architect contacts as listed. Any questions received and deemed material to the RFP process will be responded to in writing to all recipients (maintaining confidentiality as appropriate) by the Owner at its discretion. The Owner reserves the right to decline to respond to certain questions, but will endeavor to provide a response to all questions deemed, in the Owner's opinion, material to the qualifications proposal. The Owner is not obligated to respond to questions regarding this RFP, and Proposers should not reach out to ownership directly with questions.

Any emailed questions should be entitled as "GPLAR | CM RFP RFI **insert number** – **insert Contractor Firm Name**"

Site Tours – Upon request, the DA/OR will arrange site visits for Proposers to view the Property prior to submission of proposals. Proposers desiring an opportunity for a site visit should email the DA/OR. The DA/OR intends to arrange timeslots and meeting details as requests are received. Limited timeslots may be available, so the DA/OR reserve the right to group Proposers and limit the number of participants from each firm. Participation in a site visit is not required to submit a proposal or to be selected for award, and the Owner does not guarantee that each Proposer will be offered a site visit on its preferred date or time.

10. GENERAL PROPOSAL INFORMATION

Contents – Each proposal shall include the following components:

- A. A cover letter including an indication of whether the Proposer intends to propose independently or as part of a joint venture, or other strategic arrangement, following the template in Attachment H;
- B. The Contractor's qualifications proposal as described below; and
- C. The Contractor's exceptions, if any, to the form of Construction Contract, owner's requirements or insurance requirements, as referenced herein;
- D. Proposal Commitment Form; following the template in Attachment J
- E. Opinion of Probable Cost for the project, following CSI format or similar [clearly delineate cost difference, if any, for expedited delivery (option one) versus phased delivery (option two)]

This RFP requests proposals in two (2) parts; the "Proposal Commitment Form" in the form directed in Attachment J comprised of general schedule advice, preconstruction phase services fee proposal, CM fee multiplier, general conditions and general requirements, and insurance, and the "Opinion of Probable Cost". The opinion of probable cost provided as part of the response to this RFP is mandatory, along with the CMs/GRs, but not binding, since the scope of work and phasing is still being finalized and will benefit from the pre-construction advice from the CM. The pre-construction fee proposal and the CM fee multiplier furnished in the proposal are binding.

Please note that "Proposer Information and Disclosure Forms; following the template in Attachment I is included for reference only. It need NOT be included in the proposer's submission. Only the successful respondent will need to complete this documentation.

The Owner reserves the right to reject or disregard incomplete or nonresponsive proposals. The DA/OR may require that a Proposer correct deficiencies, make clarifications, or provide additional information as a condition of further evaluation of a proposal.

Submittal Instructions – Please submit **one digital copy** of your proposal to the DA/OR contacts above via a **file sharing protocol**, by the date and time outlined above. The email should be entitled as **“GPLAR | CM Proposal – insert Contractor Firm Name”**

SIX (6) hard copies should also be messengered as follows:

Attn: Andy Kim Brinkman-Hill, Executive Director
GLENCOE PUBLIC LIBRARY
320 Park Avenue
Glencoe, IL 60022
RE: Contractor Proposal – GPLAR

No Response Instructions: Should your firm choose not to respond to this RFP after submitting an intent to respond, ownership requests that respondents submit a brief written response to the DA/OR contacts by email. Please submit a brief description of your reasons for not submitting a proposal.

Evaluation – The Owner is seeking well-qualified, responsible Construction Managers to deliver a high-quality project on time and on budget. A “responsible” firm is one that (a) has the capability, in all respects, to fully perform its Scope in accordance with Project requirements and (b) has the capacity, integrity, and reliability to assure good faith performance. In evaluating a Proposer’s qualifications and responsibility, the Owner may consider, among other things, past performance, references (including those found outside the proposal), legal and contractual compliance, financial responsibility, insurability, capacity (including other projects that the firm may be committed to deliver in the same timeframe), and other matters relating to a Proposer’s ability to deliver the Scope of the quality and in the time and budget required. The Owner may require that a Proposer provide additional information, clarifications, disclosures, or other evidence as to the Proposer’s financial capacity or other aspects of the Proposer’s qualifications and responsibility as a condition to contract award or further evaluation of the Proposer’s proposal. The Owner’s decision shall be in the exercise of its sole discretion and not subject to challenge.

The chosen Construction Manager must, at all times during the course of the Project, have financial resources sufficient, in the opinion of the Owner, to ensure performance of the contract. As indicated in the form of Construction Contract, per funding requirements, the Contractor will be required to obtain performance and payment bonds securing its performance of the contract in addition to Subcontractor Default Insurance (SDI) as outlined in Attachment G.

11. CONTRACTOR QUALIFICATIONS PROPOSAL

Please provide the following information in your proposal package:

Executive Summary / General Background/Experience (5 page limit)

List firm name, office address, and telephone number.

Identify a firm representative to serve as the point of contact for the proposal, with contact information (name, title, telephone number, and email address).

Provide descriptive material about your firm that would be helpful in evaluating its ability to perform preconstruction and construction management services for projects of similar size and complexity.

Provide a list of current projects in the design or construction phase and their projected construction costs.

Identify firm’s current workload and capacity to take on work.

Indicate number of professional employees and total volume of construction cost AND average project size for your firm’s Chicago area operations and United States operations.

Provide history of litigation for the last 5 years.

Project Team/Organization (5 page limit)

Describe your team organization during each of the Preconstruction Phase and Construction Phase, including:

An organizational chart, identifying the names and reporting structures for all key team members, and indicating where personnel will be located (field or office).

Resumes of key team members, including the Contractor's proposed superintendent and its proposed project manager for the Project.

A list and brief description of each identified key team member's present and projected assignments.

Relevant Project Experience (1 page per project)

Provide a narrative description of 3 to 5 projects of similar size, scope and complexity for which your firm performed work in the past 5 years that you deem relevant comparisons to the Project. Comparison projects should be complete or very nearly completed by your firm. Include: Your firm's role on the project.

Name, address and telephone number of client contact and owner reference, if available.

Scope of project (use, stories, square footage).

Year completed (projected dates for work in progress).

Construction costs, actual vs. estimated.

Contract Type (e.g., General Contract, Construction Management At-Risk, Design-Build). Particular attention will be paid to contracts performed using a Construction Management At-Risk with GMP approach similar to that provided in AIA Document A133-2009.

Name(s) of person(s) in your firm with direct client relationship.

The Owner reserves the right to contact clients/owners of any project provided as a reference project.

Financial Qualifications (no page limit)

Please provide:

Financial references: Provide names, contact information, and relationship to your firm.

Evidence of bonding capacity: Include a letter from a surety confirming that the firm has current bonding capacity meeting the following minimum requirements: \$15 million. The surety should have not less than A or better rating by A.M. Best and Company's Insurance Reports Key Rating Guide.

Financial Statements: Provide the firm's financial statement(s) for the last three years, preferably audited, including your most recent Balance Sheet, and Income Statement showing: Current Assets, Net Fixed Assets, Other Assets, Current Liabilities and the preparer of the statement.

Litigation Risk Disclosure: Any recent and/or outstanding litigation involving your firm that has or may reasonably be expected to have an impact on the firm's financial capacity.

Completion Risk Disclosure: Identify any projects that your firm (or any officer or principal in your firm acting in the same capacity with another firm) failed to complete. Attach details of any such project (including the information required for reference projects as described above).

Insurance: Please attach your certificate of insurance showing:

Worker's Compensation including Employers' Liability Coverage

General Liability including Completed operations and Contractual Liability

Automobile Liability

Limits of Umbrella and Excess Liability

(For this Project additional insured parties will include the Owner, DA/OR, the Architect, consultants, the other Contractor, and other appropriate parties.)

Safety Approach/Program (1 page limit)

Provide the firm's Experience Modification (Mod) Factor for each of the past five years.

Describe the firm's approach to safety, including:
Programs the firm has adopted for its own forces;
Programs the firm implements with subcontractors;
The firm's safety reporting systems; and
Credentials of the firm's in-house safety personnel.

References (2 page limit)

Provide references for the firm and key team members. Include at least one contact representing each of the following project team constituencies:

Owner and Owner's representatives
Design team
Trade contractors
Safety management

12. PROPOSAL COMMITMENTS

Proposals shall contain a completed Proposal Commitment Form, attached as Attachment J hereto, containing binding commitments to certain maximum fees and percentages.

By submitting a proposal, each Proposer agrees that the pricing information provided will not be subject to increase following submission as part of any contract negotiation entered into pursuant to this RFP, nor will any such pricing be subject to adjustment, escalation, or other change during the term of any subsequent Construction Contract for the Project, unless such change favors the Owner.

Proposed Schedule and Cost of the Work

Each Proposer shall also provide proposed schedule data and anticipated cost of the work in this form (substantially in compliance with the required "opinion of probable cost"), but these data points are **not binding** and are anticipated to change during the course of the Pre-Construction phase.

Preconstruction Phase Compensation

Each Proposer shall provide a fee proposal for pre-construction services. By submitting a proposal, each proposer agrees to the maximum compensation payable for Preconstruction Services will be a fixed sum stipend in the amount set forth in the completed and executed form of commitment Attachment.

Proposed Fee Schedule

Each Proposer shall provide a completed and executed fee schedule containing **binding commitments** to maximum pre-construction phase compensation and Construction Manager fee multiplier as well as non-binding general conditions & requirements, maximum cost percentages for insurance premiums, payment & performance bonds and SDI as well as maximum costs for typical fees and assessments, which will be further negotiated during pre-construction based upon the ultimate phasing and delivery strategy.

13. EXCEPTIONS

In the case that a Proposer takes any exception to the form of Construction Contract (including its exhibits) or to any other requirements, terms, or conditions of this RFP, including its exhibits and forms, such exceptions **must** be provided as part of the proposal. In a separate section of the proposal, please identify the Construction Contract term or RFP requirement, the nature of the Proposer's exception (including any alternate terms proposed), and an explanation of the rationale for the exception. Exceptions will be considered in the evaluation of the proposals. Acceptance of a proposal does not connote agreement to any exceptions stated by the selected firm, but will indicate our desire to reach mutually agreeable terms through negotiation. Exceptions that are not provided as part of the proposal will not be considered during contract negotiations.

14. CONFIDENTIALITY / RESERVATION OF RIGHTS

Confidentiality – This RFP is, to the extent permitted by law, confidential and is offered to your organization for the sole purpose of development of a proposal to provide products and/or services. The information and exhibits contained in this RFP and the RFP itself are proprietary to the Owner and shall not, under any circumstances, be released, in whole or in part, to third parties without the written approval of the Owner. Because the Owner is a unit of local government, it is possible that your response to the RFP may be subject to the Freedom of Information Act. Accordingly, should your proposal include any materials or information you consider to be proprietary trade secrets, please include that in a separate envelope with the envelope and each page marked confidential (as trade secrets are exempt from production under FOIA).

By accepting this RFP and submitting a response to it, your organization agrees:

- a. Not to disclose, copy or distribute the RFP in whole or in part to persons other than your employees and agents who are authorized by the nature of their duties to receive such information.
- b. All expenses incurred by your organization in the receipt of the RFP, preparation and submission of your proposal (if any), attendance at any conference or site visit, or any related cost (e.g., travel) will not be charged to the Owner.
- c. This RFP is not an offer to enter into a contract. It is a request to receive information. All materials submitted become the property of the Owner, who reserves the right to reject, use, or modify, without limitation, any or all of the ideas from submitted information.

Reservation of Rights –

- a. The Owner reserves the right, at any time and for any reason, and without cost obligation, to cancel this solicitation, to reject any or all proposals, accept any proposals or parts thereof or alternates thereto, or to supplement, add to, delete from or otherwise change this RFP.
- b. The Owner may seek clarifications from a Proposer at any time, and proposer acknowledges that failure to respond may be cause for rejection or non-consideration of Proposer's submission.
- c. The Owner reserves the right to interview or select only the Proposer or Proposers they determine will provide the services in a manner most advantageous for the Project.
- d. Nothing in this RFP obligates the Owner to enter into a contract with any of the Proposers. The Owner reserves the right to select or reject contractors for one Scope, both Scopes, or none.
- e. The Owner further reserve the right to decide whether to seek competing proposals for the construction work at the conclusion of the Preconstruction Phase.
- f. Neither the Owner will reimburse all or any part of any cost incurred (or alleged to have been incurred) by firms or persons responding to, or considering a response to, this RFP. All such costs shall be borne solely by each Proposer, potential Proposer, member of a Proposer team, or individual.
- g. Each of the Owner makes no representation, warranty, or guarantee as to, and shall not be responsible for, the accuracy, completeness, or pertinence of the information and documents included in or attached to this RFP, or disclosed in connection with this solicitation, nor shall the Owner be responsible for any conclusions drawn by the Proposers therefrom.

END OF SOLICITATION