

*Request for Proposal:*

**Pre-construction Consulting Services, Fee and General Conditions for Construction for:**

**Youth Outreach Services (YOS) – Bellwood, IL**

**Youth Outreach Properties (YOP)**

*December 9, 2024*

Youth Outreach Services  
Main Office  
2411 W. Congress Parkway  
Chicago, IL 60612

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Request for Proposal - Qualifications & Bid Quotation  
Construction Services, Fee and General Conditions for Construction  
Youth Outreach Services (YOS) / Youth Outreach Properties (YOP) – Bellwood, IL

I. Background Information

A. Request for Proposal - Qualifications and Quotation

Your company has been invited to submit a response to the Request for Proposal - Qualifications and Bid Quotation (“RFP”) to provide Construction Services for the above referenced project; to include advanced planning, construction pricing, value engineering, pricing of alternate design options and development of a baseline construction schedule and Fee and General Conditions for the construction of the proposed scope of work and renovation spaces.

B. Project Overview

The project scope includes approximately (5,631 USF) in Bellwood, Illinois. Youth Outreach Services is a non-for-profit providing Transitional Living Program (TLP) to youth ages 17 to 19 who are involved in the child welfare system. This is a 24-hour residential supervision facility. The facility will be delivered in as is condition and will require phased work as identified with a schedule to be proposed within this RFP response.

Location	Total
Bellwood – Lower level	- 2,025.56
Bellwood - 1st Floor	- 1,943.92
Bellwood - 2nd Floor	- 1,661.48

The program is outlined in the scope of work section.

Project Team

Other subcontractor and specialty consultants have yet to be selected and should be outlined within in your Bid response.

Audio Visual, Security and IT will be held by the Construction Manager. Furniture will be coordinated and purchased directly with the Client.

Project Schedule

RFP/Bidding Acceptance	Upon receipt of RFP
Site Tours	Week of December 16, 2024
Project Questions	Week of December 16 through January 6th
RFP Bids due	January 31, 2025

Bidder Interviews	Week of February 17
Selection	Week of February 24
Permitting	TBD
Construction Start	TBD (Per proposed Bid Schedule)
Substantial Completion	TBD

## II. Submission Requirements

### A. Due Date

Please relay your firm's interest to bid via email to the YOS / YOP representatives listed below.

Please keep your proposal brief and succinct. We ask that include the information requested further in this RFP, however, please focus on the following:

- Description of your Firm and years in business
- Proposed team with a single page resume
- Appendix A Preconstruction services and Fee Schedule
- Projects of similar scope with three references
- Include a statement of concerning Project Management services and tools, (Project Costing, Scheduling and quality control) to be completed by your firm
- The financial stability of your firm including listing of your firm's liability insurance coverage limits.

### B. Site Tour

Site tours will be coordinated once bidders relay agreement to submit. Date, Time and location will be coordinated through YOS due to confidentiality of facility.

### C. RFP Questions

Bidders to submit all RFP questions via email to the YOS/YOP representatives listed below.

### D. Bid Response

Submit your proposal Response must be received no later than Friday January 31, 2025

### E. Finalist Interview and Award

Finalist interviews will be conducted the week of February 17, 2024, exact times will be coordinated.

### F. Delivery of Responses/Questions

An Electronic version is acceptable to be submitted to the following recipients, one (1) hard copy can be distributed at the meeting:

YOS / YOP Representatives

Yotl Ramirez – Chief Financial Officer, Youth Outreach Services (YOS)  
yotl@yos.org

Denis Sullivan – Youth Outreach Properties (YOP)  
dsullivan@levelmezz.com

C. Required Information

The response to the RFP must conform to the following outline.

1. Experience

- a. Briefly describe the three (3) most directly comparable projects in accordance with the following outline.
  - (1) Project Name/ Client/ Contact Name & Telephone #
  - (2) Location
  - (3) Project Type
  - (4) Square Footage
  - (5) Start and Completion Dates
  - (6) Total Construction Cost
  - (7) Your Specific Scope of Work/ Pre-construction Services if provided
- b. List the key individuals who will be assigned to the Project, preferably drawn from the comparable projects listed above, in accordance with the following outline:
  - (1) Name, Title
  - (2) Role in Project
  - (3) Current Assignment(s)/ Workload
  - (4) Length of time with the company
  - (5) Role in the comparable projects listed above, or others.  
Attach the resume of each of the listed individuals.

2. Fee Schedule

Labor and expense fee for Pre-construction services and Fee and General Conditions for each Construction Phase shall be as stated in the format outlined in Exhibit A – Preconstruction services, Fee Schedule.

## 2. Schedule

Based on the information contained herein please prepare a phased construction schedule based upon the scope of work outlined for both interior and exterior proposed work. Schedules can be separate for each Phase of work or can be overlaid to incorporate Phases 1, 2 and 3. Please note that YOS / YOP will have input into the final schedule and project scope based upon project funding.

### III. Required Services

The general scope of the Pre-construction Consulting services includes, but is not necessarily limited to:

- Attendance at/ participation in selected project planning and design meetings.
- Assistance with and participation in explorations and investigations of existing conditions and building-related issues.
- Preparation of construction cost estimates. Planning (initial budget estimates).
- Assistance with value engineering/ cost savings alternatives and pricing
- Scheduling and logistical/ tactical planning services
- Long lead material/ equipment available identification
- Budget Management throughout the project including development of cash flow projections for construction

The Fee and General Conditions for the construction of the space shall include, but not necessarily be limited to:

- Fee for general construction services, including all insurance
- Cost to provide bond for the project
- Mark-up for change orders and general conditions
- Acceptance of all building rules & regulations
- Coordinating with Client to obtain all appropriate permits
- Conduct weekly project meetings and issue meeting minutes, project status updates, and facilitate integration of all of the Client's consultants Client representative
- Maintain the project schedule and inform the team of project status during the weekly meeting
- Full time site representation during construction Is required
- General Conditions including:
  - Project Management and field supervision
  - Project engineering / estimating
  - Field office / telephone / fax / email / messenger
  - General construction labor
  - Miscellaneous tools and supplies
  - Project office and all related equipment
  - Cleaning of all restrooms, loading areas, public stairs, and other base building facilities as required

- Restoration to original condition, restrooms, stairs and other base building facilities used during construction
- Debris and trash removal / dumpsters
- Progressive cleanup
- Finish and protection of all existing and completed construction
- Protection and safety
- Building Permit and Certificate of Occupancy
- Project security, as required
- Transportation / parking
- Temporary lighting / heat / water
- Final project clean

#### IV. Scope of Services

##### Exterior Evaluation:

##### 1. Roof, Soffit, and Gutter System:

- Assess current roof condition and perform repairs or replacements.
- Evaluate the soffit and gutter systems for repair or replacement with ongoing maintenance reduction solutions.
- Provide a 30-year life cycle / sustainability plan for these components.

##### 2. Windows:

- Inspect all windows for repair or replacement (any replacements to keep with the existing window aesthetics).
- Evaluate window security and non-maintenance coverings.

##### 3. Doors:

- Assess all entry doors for durability, including metal replacements, hardware functioning and security upgrades inclusive of hardware modifications as required.
- Review the need for ADP lock systems, WIFI/Blue Tooth/Cardkey App door systems and spring-loaded hinges.
- Install new weather stripping where needed in both horizontal and vertical joints.

##### 4. Lighting:

- Evaluate exterior lighting, including parking lot and front door lighting. Consider energy-efficient LED solutions with light shields to assist in dark sky light bleed.
5. Other Exterior Considerations:
- Inspect Air Conditioning built-ins, internet cords, and windowsills.
  - Address patio area securitization or potential fencing/landscaping improvements.
  - Inspect and prepare evaluation report for exterior brick for water seepage entry, Spaulding and consider tuck-pointing recommendations where needed.
  - Inspect lower-level foundation cracks for water seepage entry and consider hydraulic injection crack repair.
  - Check for driveway tripping hazard crack repair options.
  - Landscape low maintenance ground cover options.

### **Interior Evaluation:**

1. HVAC, Water Heaters, Electrical Panels and Fire Alarm Systems:
- Assess HVAC systems for repair or replacement, including unit and common area zone controls for boilers.
  - Inspect electrical panels, water heaters and fire alarm systems for code compliance and upgrade recommendations as needed.
  - Relocation of fire alarm system panels within ordinance considering non-hallway tampering.
2. Interior Units:
- Evaluate ceilings, electrical systems, LED lighting, Emergency Lighting, Fire Alarms, HVAC, sprinkler, and plumbing in kitchen and bathrooms.
  - Review kitchen and bathroom cabinets, appliances, flooring, and drywall. Provide replacement recommendation for tub/shower enclosures. Make recommendations as needed inclusive of replacement options for long term durability.
  - Address window treatments and closet conditions with low maintenance, vandalism proof options.
  - Replace carpets with more durable flooring options e.g. Luxury vinyl plank tile or commercial grade carpet tile.

3. Common Areas:

- Examine hallways for flooring upgrades (vinyl) and durable wainscoting.
- Assess loose railings, lighting, and painting needs.
- Assess lighting for LED upgrades for a residential look and feel.
- Evaluate ceilings, electrical systems, LED lighting, Emergency Lighting, Fire Alarms, HVAC, sprinkler, and plumbing in kitchen and bathrooms.

4. Offices:

- Redesign office spaces to maximize functionality, potentially removing kitchen elements to create additional office space consolidating current offices.
- Ensure aesthetic improvements to avoid unsightly appearances. Inclusive of new paint, commercial grade carpet tiles, new vinyl base and office appropriate LED lighting.
- Provide necessary new electrical to support office equipment and low voltage cabling to support computer systems connected to remote server. To be verified with YOS technology consultant.
- Evaluate central climate control for the office areas.
- Construct 4 office suites

5. Boiler Room & Laundry:

- Investigate possibilities of relocating laundry facilities and optimizing the boiler room for better zoning control.
- Evaluate whether the laundry can be moved outside or reconfigured.

6. Interior / Exterior Recreational Area:

1. Recreational Concepts and Landscaping:

- Explore concepts for an outdoor recreational space or alternate landscaping/fencing solutions. Inclusive of Basketball Court, Grill Area, Outdoor Seating and picnic table area.
- Repurposing of current laundry room into a multipurpose gaming and conference room with built in Flat Panel gaming centers.
- Evaluation of existing parking and sidewalks located on YOS property.

## 2. Alternate Pricing:

- New Design Build Building Extension: multi-purpose room, approximate size: 20' x 35' to be located on the plan north side of the building. Inclusive of all design documentation, MEP/FP's, exterior / interior finishes to align with program requirements and architecture compatible with existing building.
- All Plans and specifications to be provided by contractor.

## Evaluation Format:

- 30-year sustainability/life cycle plan for critical systems (roof, gutters, soffits, HVAC, AC, water heaters, appliances, electrical panels, gas meters, water meters, sewer lines from building to municipal sewer).
- Evaluation of "no-cord" window blinds.
- Bathroom regrouping and accessory checks to meet ADA requirements.
- Install new LED lighting fixtures, specifying a single product for consistency.
- Prioritize metal entry doors and ensure standardization across the facility.

## Project Phases:

1. **Phase 1: Interior Living Units and Developable Needs**
  - Prioritize living units' evaluation, focusing on essential repairs and interior upgrades.
  - Align this phase with potential funding opportunities.
2. **Phase 2: Common and Office Area Upgrades**
  - Address mid-level common areas for functionality and aesthetics upgrades.
3. **Phase 3: Exterior and Outdoor Recreation Space and landscaping**
  - Address for described program
4. **Phase 4: New Design Build Recreation Room building extension**
  - Lowest priority, address cost for new building extension per described program

Additional Subject Matter:

- Incorporate insights from subject matter YOS/YOP experts
- Consider conceptual redeploy strategies for long-term cost savings for YOS.
- Procurement and installation of any furniture is not included in this scope and will be by YOS/YOP and their selected Furniture Dealer. All infrastructures required to support these items (electrical service/conduit, etc.) are to be included in the General Contractors scope of work.

Submission Requirements:

- Please provide a detailed proposal including timelines, cost estimates, and any value-added suggestions for potential savings for YOS. Additionally, outline how these improvements can help achieve the overall mission and sustainability goals of the Bellwood YOS facility.

V. Business Considerations

A. Client Discretion

Client reserves the right to reject, with or without cause, any or all proposals submitted, to waive any formalities therein, or to accept any proposal, in whole or in part (by phase), where it may be in YOP's best interest to do so.

B. Insurance

See Exhibit A.

C. Change in Personnel

No change in personnel associated with this project will be permitted without prior written approval. Client shall have the right to request personnel changes if needed at its discretion.

D. Confidentiality

The information contained in this RFP as well as that subsequently provided as clarification or responses to questions, is considered confidential and shall not be reproduced for or shared with any other parties.

#### E. Termination

Client may terminate the services being provided under any proposal it may accept without cause at any phase, stage or time within a phase or stage upon seven (7) days written notice to the Contractor. In the event of such termination, the successful Contractor will be reimbursed for services provided and expenses it incurred up to the point of termination.

#### F. Reimbursable Expenses

The response to the RFP must include a complete list of any expenses for which the successful Contractor expects to be reimbursed as well as mark-ups thereto, if any, in addition to its labor charges.

#### G. Ownership of Documents

Client shall retain rights of ownership and use of all documents prepared by the successful General Contractor for this project.

#### H. Additional Services

The successful General Contractor will not provide any additional services for which it intended to charge Client without the submission and approval of the associated scope and cost prior to the start of any such additional services.

#### I. Miscellaneous

The successful General Contractor will arrange for the building permits required by the Village of Bellwood. General Contractor will coordinate with Client and authorities having jurisdiction to arrange the appropriate approvals and inspections. The successful General Contractor will be solely responsible for compliance with all laws, ordinances, codes, rules and regulation and all lawful orders of any public authority having jurisdiction over this project.

All expenses incurred by your organization in the receipt of the RFP, preparation and submission of your proposal or any related cost e.g. travel will not be charged to YOS / YOP.

This RFP is not an offer to enter into a contract. It is a request by Youth Outreach Services to receive information. All materials submitted become the property of Youth Outreach Services / Properties. Youth Outreach Services / Properties reserves the right to modify, reject or use without limitation any or all of the ideas from submitted information.

Youth Outreach Services, when appropriate, will give preference of procurement of the services, goods, and assistance of small businesses including woman-owned, small, disadvantaged businesses, HUBZone businesses, veteran-owned businesses or other non-profit businesses.

J. Contract

Contractor will be contracted directly to Youth Outreach Properties YOP under an AIA agreement.

K. Attachments

Exhibit A - Subcontractor Requirements / Exclusion

Exhibit B - Fee Schedule

Exhibit C – Existing Floor Plans

Exhibit A- Fee Schedule

Request for Proposal and Quotation for Pre-construction Consulting Services, Fee and General Conditions for Construction for YOP. Please attach a separate sheet with any exclusions or clarifications to your submission.

Pre- construction Consulting Services Fee

State the total not-to-exceed dollar amount for Pre-construction Consulting services fee based on the information contained in this RFP.

- A. Not-to-Exceed Labor Fee \_\_\_\_\_
- Not-to-Exceed Expenses \_\_\_\_\_
- Total Not-to-Exceed Labor & Expense Fee \_\_\_\_\_

Fee and General Conditions Percentages for Construction.

- B. Fee \_\_\_\_\_
- General Conditions \_\_\_\_\_
- General Conditions  
per week if schedule is extended \_\_\_\_\_
- Insurance \_\_\_\_\_
- Mark-ups on change orders \_\_\_\_\_

Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_