

ADDENDUM: September 11, 2025

Request for Qualifications (RFQ)

Construction Management Services

Q1: What type of agreement does the District intend to enter into with the Construction Manager? The RFP mentions Construction Manager as Agent (CM/a), but other portions seem to describe Construction Manager as Constructor (CMc). Please clarify.

A1: The District intends to enter into a Construction Manager as Constructor (CMc) agreement, utilizing AIA Document A134-2019 "Standard Form of Agreement Between Owner and Construction Manager as Constructor, where the basis of payment is the Cost of the Work Plus a Fee without Guaranteed Maximum Price" as the basis of the contract.

Q2: Is there a construction schedule breakdown established yet for how many schools will be under construction per summer? For example, will all 8 of your buildings experience construction each summer at the same time? Or is it broken down to where it's a certain # of schools at a time; for example 3 schools in summer 2026, 3 schools in 2027, and 2 schools in summer 2028, and a dollar amount evenly spread across each school?

A2: The District has identified that construction activities will take place over multiple summer breaks from 2026 through 2028. However, the specific phasing (number of schools per summer) has not yet been finalized. The detailed construction sequencing will be developed in coordination with the selected Construction Manager during the pre-construction phase.

Q3: Is the \$37 million the total project cost (all-in for hard and soft costs, or just the construction cost)?

A3: The RFQ identifies a projected project cost of \$37,000,000. This figure reflects the current overall project budget. The allocation between construction (hard) costs and associated soft costs will be refined as the design and planning process advances.

Q4: Page 1 denotes a 20-page limit exclusive of required attachments. Could you please outline which qualifications sections should be included within the 20 pages and what are considered required attachments?

A4: The 20-page limit applies to the qualifications narrative and supporting content as outlined under "Submittal Requirements" (e.g., Letter of Transmittal, Executive Summary,

General Information, Staffing, Experience, Service Offerings, Litigation/Ethics, Compensation).

Required attachments that are excluded from the 20-page count include:

- *Exhibit A: Proposal Fee Form*
- *Exhibit B: Non-Collusion Affidavit*
- *Exhibit C: Compliance with Laws*
- *Exhibit D: Staffing Schedule*
- *Required bonding/insurance certificates*
- *Compliance certifications and other forms as specified in the RFQ*

Front and back covers, table of contents, and tab dividers are also not included in the page count, provided they do not contain submittal information.

Q5: In Exhibit A, can you clarify what the Construction Management Fee includes?

A5: Refer to “Exhibit A (REVISED ADDENDUM #1)” reissued this Addendum.

Q6: In Exhibit A, are all General Conditions Costs to be included in the Guaranteed Maximum Reimbursable Cost?

A6: Refer to “Exhibit A (REVISED ADDENDUM #1)” reissued this Addendum.

Q7: Exhibit A, Section IV states the figure provided should be listed as a not to exceed amount. It also states that it would be on a project-by-project basis. What are the parameters that we should use to determine the reimbursables of the project(s), as we do not know the specifics of each project? Additionally, reimbursable expenses are not listed as a column in Exhibit A. Please clarify which items we should assume as reimbursables.

A7: Refer to “Exhibit A (REVISED ADDENDUM #1)” reissued this Addendum.

Q8: Exhibit D outlines project staffing requirements during construction activities. Due to limited project information regarding size, scope, number of locations/projects, what parameters would you like us to use to outline staffing needs? i.e. multiple superintendents, project managers, etc.

A8: Refer to “Exhibit A (REVISED ADDENDUM #1)” reissued this Addendum.

Q9: Due to limited project information regarding size, scope, location, and number of projects, what parameters would you like us to use to outline a man-hour staffing schedule, by week, including all team members from preconstruction through final completion, as asked for in Exhibit D?

A9: Refer to “Exhibit A (REVISED ADDENDUM #1)” reissued this Addendum.

Q10: In Attachment A, multiple items have X's marked in multiple columns. Can you please clarify where each cost should be contained?

A10: Refer to "Attachment A (REVISED ADDENDUM #1)" reissued this Addendum. For costs indicated in multiple columns, it is expected those costs may apply to each service/party indicated. The proposal should reflect the portion of those costs incurred by the Construction Manager.

Q11: Does the District have a list of project(s), preliminary schedule for each, and preliminary budgets for each that are within the \$37,000,000 cost? If yes: Can the list be published in an Addendum?

A11: Refer to "Attachment A (REVISED ADDENDUM #1)." The District has not finalized a full project list, per-school phasing, or site-by-site budgets. Detailed phasing and project sequencing will be developed in coordination with the selected Construction Manager during pre-construction.

Q12: It would be helpful to understand what type of work, how much work, and in what time frame in order to price the CM services.

A12: Refer to "Attachment A (REVISED ADDENDUM #1)." The program includes multi-year renovations (Media Center & Student Support Space renovations and miscellaneous facility maintenance — finishes, masonry repair, HVAC, electrical). Because detailed phasing has not been finalized, proposers should state assumptions clearly when submitting fees (e.g., concurrent schools per summer, duration, staffing assumptions). The District will work with the selected CM to finalize sequencing and staffing needs during preconstruction.

Q13: Has the District retained design professionals for the project(s)?

A13: The District has retained Wold Architects & Engineers as the design professional for portions of the program. Wold will serve on the Construction Manager selection committee in an advisory capacity only. Wold does not have a construction-management division and will not submit a response to this RFQ. If additional design professionals are engaged for later phases, their names and any related participation in CM selection will be published in a future addendum.

Q14: Is a walk-thru of the District's buildings at which projects are contemplated being scheduled? If so, when will it be held?

A14: No site walk-throughs are scheduled in the RFQ schedule.

Q15: How does the District foresee the process of bidding the “Trades through CM Bid Process”? We assume that the trade bidders would respond to CM-drafted bid packages via publicly-opened sealed bids accompanied by Bid Bonds. Please confirm.

A15: The RFQ contemplates that the CM will develop bid packages, manage the bid process and award trade contracts consistent with Illinois public bidding law. Trade contractors will be required to comply with public bidding requirements, including bonding where statutorily required. The District intends to use a CMc (Construction Manager as Constructor) agreement (AIA A134-2019) (see Addendum). Final procedures for trade contracts (which party holds trade contracts and exact bonding expectations) will be clarified in contract negotiations.

Q16: In “Estimating”, it states that “a minimum of three (3) estimates” will need to be provided. Two are listed explicitly. Is it intended that the third estimate would be at some point during the Construction Documents phase of design?

A16: The RFQ requires a minimum of three (3) estimates and lists Concept/Pre-Design and 100% Design Development as recommended milestones. The RFQ also expects a sample work product and industry practice indicates the third estimate is typically at or near 100% Construction Documents (CD) / pre-bid (i.e., the Construction Documents phase). Proposers should assume estimates at Concept/Pre-Design, 100% DD, and 100% CD.

Q17: Page 7 indicates a one-page Letter of Transmittal. Page 17 says a one- or two-page Cover Letter. Which one is correct?

A17: Letter of Transmittal = one page (required and must be included). The Submission Checklist (Exhibit E) also allows a Cover Letter (one or two pages) for acknowledgements. To avoid non-compliance, proposers shall submit the required one-page Letter of Transmittal and may include a separate Cover Letter (up to two pages) if desired. Clearly label each.

Q18: In “Compensation...”, a reference is made to the “cost inclusion matrix.” Is this the “Cost Assignment” spreadsheet on Pages 18 thru 20? If line-by-line costs are being requested, can the District provide this document as an editable PDF, as a MS Word, or as a MS Excel document?

A18: Refer to “Attachment A (REVISED ADDENDUM #1). The “cost inclusion matrix” referenced in the Compensation section is Attachment A (Cost Assignment) and Exhibit A (Proposal Fee Form). Attachment A was reissued in Addendum #1. Proposers must complete Attachment A exactly as provided.

Q19: Item “b” refers to an “apples to apples comparison”. We assume that this refers to the aforementioned “Cost Assignment” document. We noticed that personnel are to be included in the “CM Fee”. We respectfully need more information regarding the District’s program such as the number of sites where work will occur, projects (to include preliminary budgets and

schedules) at each site, and design schedules in order to build our staffing requirements into our proposed CM Fee.

A19: Refer to “Attachment A (REVISED ADDENDUM #1). Yes, the District will use Attachment A (Cost Assignment) and Exhibit A to compare proposals. Exhibit D requires minimum staffing (Project Executive, Project Manager, Superintendent, administrative support) must be included in the CM Fee or fixed general conditions. Because the District has not finalized per-site scope/phasing, proposers must state the assumptions used to develop their staffing (concurrent sites, durations, FTE% for each key person) and include the week-by-week man-hour staffing schedule requested in Exhibit D. The District will refine staffing requirements with the selected CM during preconstruction.

Q20: In “IV. Guaranteed Maximum Reimbursable Expenses”, it asks us to state reimbursable expenses as a “not-to-exceed amount” but also says that they are “to be determined on a project-by-project basis.” Please clarify. Some of our questions hinge upon whether these costs are to be proposed now with the CM Fee or to be negotiated later.

A20: Refer to “Exhibit A (REVISED ADDENDUM #1)” reissued this Addendum. Exhibit A requires proposers to state a total for Reimbursable Expenses associated with the project summarized at the beginning of the Exhibit and provide a detailed line-item breakdown (on a separate page). The RFQ also recognizes final reimbursables will be refined on a project-by-project basis (contractual documents). Include CM markup for reimbursables. Provide the Total Reimbursable Expenses and the line item list as requested.

Q21: If the intent is to provide pricing for personnel within the CM Fee, we need more information about the schedules of individual sites. Please see our first general question.

A21: Refer to “Exhibit A (REVISED ADDENDUM #1)” reissued this Addendum. A description of the project to be used for proposal purposes is included.

Q22: Please confirm that all construction work is contemplated for summer breaks. What are the anticipated last days and first days of school for the next three summers?

A22: Yes, at this time the District anticipates that all major construction activities will be scheduled during summer breaks so as not to disrupt instruction. Here is a link to our current calendar:

<https://d46.org/wp-content/uploads/2025/04/2025-2026-School-Calendar.pdf>

Q23: How do we state percentages of time devoted to the District for each person? For example, we would not anticipate needing a full-time Project Executive. Reference is made to “fixed general conditions”. Where is that cost proposed in the RFQ response? Or, is the intent to develop the “fixed general conditions” once the scope of the work and schedule at each building is determined?

A23: Refer to “Attachment A (REVISED ADDENDUM #1). Proposers should present staff commitment as percentages of full-time equivalent (FTE %) for each required position. For example: “Project Executive – 10% FTE during preconstruction and construction; Project Manager – 50% FTE during preconstruction / 100% during construction; Superintendent – 100% during active site work.” Exhibit D (Staffing Requirements) also asks for a week-by-week man-hour schedule based on the proposer’s assumptions about number of sites and overlap.

Regarding “fixed general conditions,” Exhibit A (Proposal Fee Form) and Attachment A (Cost Assignment) provide spaces to include those costs. The RFQ expects proposers to list the general-conditions items they are including in their fee submission, together with any assumptions. Because the precise scope and schedule for each building will be finalized during preconstruction, the District recognizes that certain general-condition costs may need to be refined once the work plan is set. Proposers should therefore, enter the portion of fixed general conditions they can reasonably commit to now in Exhibit A (lines for General Conditions and Miscellaneous). State clearly any assumptions or allowances used to arrive at that number. Note in their proposal that final fixed general conditions may be adjusted after the scope/schedule for each site is confirmed.

Q24: Reference is made to “schedule by week” for personnel. Please provide more details regarding the schedule at each site and for design activities.

A24: The RFQ requires a sample master schedule and a sample weekly staffing schedule as part of the submission. Because phasing per school has not been finalized, proposers must state the scheduling assumptions they used to build their weekly staffing schedule (e.g., number of concurrent sites, summer durations). The District will finalize site-by-site schedules with the selected CM during preconstruction. Provide sample schedules (Gantt or week-by-week) as requested.

Q25: Depending upon the amount of work happening in each summer, more than one superintendent (or at least an assistant superintendent) may be required. Please see our first general question.

A25: The District agrees that superintendent staffing will depend on the number of concurrent projects in each summer. Exhibit D (Staffing Requirements) establishes minimum positions, but proposers must include all personnel they believe are needed to execute their assumed work plan. If a proposer anticipates that multiple superintendents or an assistant superintendent will be required based on its assumptions about scope and phasing, those positions and costs should be included in the CM Fee and described in the staffing narrative. Final staffing levels will be confirmed with the selected CM once the project list and phasing are finalized during pre-construction.

Q26: We recommend that Electrical Power, Heating Power, and Temporary Water consumption be provided by the Owner as these would be difficult to meter separately for existing facilities. It is impossible to figure these items without knowing more about each site and the nature of the projects at each site. If all work is planned for summer breaks, how is heating power a factor? If

we are to propose a “fixed general conditions” cost, we respectfully will need more information regarding the work and schedule at each site. For example, “Cleaning During Construction” and “Final Cleaning” would be a lot different for a window replacement project than it would be for a flooring replacement project. As another example, while one office trailer may be able to service multiple work sites, each site will need its own temporary toilets, site fencing/barricades/traffic control, and dumpsters.

A26: Refer to “Exhibit A (REVISED ADDENDUM #1)” and “Attachment A (REVISED ADDENDUM #1)” both reissued this addendum.

Q27: Given the current underwriting environment for Builder’s Risk insurance, it is not practical to include such premiums within the CM Fee without knowing more details about each individual project and the existing construction of the building at which it is being constructed. Please provide details. Performance and Payment Bonds appear in both General Conditions Costs and Provided by Trades through CM Bid Process. With a CM/a format, the CM will not be holding Trade contracts. Why is the General Conditions Costs column checked for Bonds?

A27: Addendum #1 confirmed the intent to use an AIA A134-2019 Construction Manager as Constructor (CMc) agreement. Under this delivery, the CM may hold trade contracts; the final allocation of contract risk and bonding requirements will be determined in contract negotiations. Refer to “Attachment A (REVISED ADDENDUM #1)” reissued this Addendum.

Q28: For the “All other” line item, are we to provide a separate list?

A28: Yes. Exhibit A (Miscellaneous Costs) instructs proposers to include any additional or unlisted costs on a separate page with a clear line-item breakdown. This helps the District compare proposals on an apples-to-apples basis.