



REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT SERVICES

Community Consolidated School District 46

September 2, 2025

REQUEST FOR QUALIFICATIONS

Introduction

The Board of Education for Grayslake Community Consolidated School District 46 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the School District in the planning (pre-construction), bidding, construction, close-out, and occupancy of the planned improvements. The scope of the work is further outlined in Part IV – Project Information.

This RFQ is not an Invitation to Bid; responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening or reading of responses received by the School District pursuant to this request.

RFQ Submission

RFQ submissions are due by Friday, September 19, 2025, at 12:00 p.m. local time. Please submit eight bound copies and one digital copy (USB) to:

Chris Wildman, CPA CGMA SFO

Assistant Superintendent of Finance

wildman.chris@d46.org

Grayslake Community Consolidated School District 46

565 Frederick Road

Grayslake, IL 60030

Qualifications must be enclosed in a sealed envelope (or other sealed container) : the submission must clearly display “**Request for Qualifications – Construction Management Services for Grayslake Community Consolidated School District 46**” and the respondent’s name. Submittals should be prepared as standard 8-1/2” x 11” letter size and shall be limited to 20 pages , exclusive of required attachments. Adherence to the maximum page criterion is critical. Each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information. The District will only accept written responses with an electronic copy on an electronic storage device. Timely delivery of submissions is the responsibility of the Respondent.



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District Schedule to Award the CM Services

RFQ Released	9/2/2025
Deadline for RFQ Questions	9/10/2025 5pm
RFQ Due to District	9/19/2025
Interview Process and Selection by Committee	9/29/2025
Award by the Board of Education	10/15/2025

The District reserves the right to modify the schedule in any manner it finds to be in its best interests. Failure to adhere to the published schedule will not be cue for protest or objection.

Respondents' Inquiries and Addenda

Questions regarding the submission should be directed to Jose Zires, who can be reached via email at zires.jose@d46.org. Any responses to questions or changes in this RFQ shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

General Information, Notifications, and Purpose

- a) Respondents are advised to carefully review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submission. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request may, in the discretion of the District, be rejected as being nonresponsive.
- b) Joint venture and cooperative qualifications may be considered, provided that their use is clearly indicated in the submitted qualifications.

General Terms and Conditions

The purpose of this Request for Qualification is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time, and cost.



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The District requires a Construction Manager as Agent (CM/a) as the type of construction management delivery method. The District reserves the right to award contracts for various types of projects to multiple or single respondents. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The District will remedy or waive technical errors in the RFQ process as it determines to be in the best interest of the District.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous, and in the School District's best interests, as determined by the selection committee, may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject, or delay award of the contract based on the recommendation of the selection committee.

The School District reserves the right to contact any Respondent for clarification, additional information or interviews, negotiate, or terminate negotiations if such is deemed desirable by the School District. All proposals must comply with applicable Illinois law, including the payment of prevailing wages by all contractors working on public work projects.

Background Investigation.

Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws. (The District may elect to allow a CM to bid the work. If so, they must comply with the Prevailing Wage Act.)

All costs associated with developing or submitting qualifications in response to this request, or to provide oral or written clarification of its content, shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit the School District to enter into a contract. The School District reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ.

Project Information

The project is subject to approval of budgets and funding by the Board of Education. The Board may suspend the project at any stage up to and including following receipt of bids.



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Project Description: Multi-year renovations at multiple schools, consisting of Media Center and Student Support Space renovations, as well as miscellaneous facility maintenance improvements (finishes, masonry repair, HVAC equipment, electrical systems).

Projected Project Cost: \$37,000,000

Estimated Completion Date: Work to be conducted over multiple Summer Breaks (2026-2028)

Selection Criteria and Process

A reasonable inquiry for additional information may be conducted by the District as to respondents' past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results.

The timing of the research may precede or follow the interview process as determined in the best interest of the District. Respondents are solely responsible to promptly supply additional information to the District in connection with such inquiries. The promptness, accuracy, and cooperation of respondents in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the District.

A final evaluation of all the presenting Respondents will be made by the Selection Committee in order to determine the best qualified for the project. The Selection Committee shall determine the selection of respondents for the interview process by reviewing the written qualifications of the respondents based on the responses to the RFQ. A "short list" of no more than five firms will be developed. These firms will be invited to make a presentation before the Selection Committee. The Selection Committee will consist of a minimum of three members recommended by the Superintendent of Schools, with approval of the CCSD 46 Board of Education.

The Selection Committee will be making a recommendation to the Board of Education on the chosen Respondent upon completion of the interview process. The Selection Committee may rank the firms making the presentations to determine a recommendation or immediately reach a recommendation. Each of the interviewed respondents shall be evaluated on their qualifications.

Recommendation by the selection committee is based on the combination of the proposers response to the Submittal Requirements, the composition and qualifications of the proposer's staff for this project, and the interview process. The Selection Committee may



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weigh all criteria and information in any manner it finds to be in the best interests of the District. The Selection Committee recommended firm will be submitted to the CCSD 46 Board of Education for approval. The Board of Education is not required to adopt the recommendations of the Selection Committee. The School District, following Board approval, may then enter negotiations with the selected firm and ultimately execute a contract upon completion of negotiated contract terms and fees. The final contract terms and fees must be approved by the Board of Education and executed by both Parties.

SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

The construction manager's scope of work shall include, but not be limited to, the following list of services:

PRE-CONSTRUCTION PHASE SERVICES

Administration: The construction manager (CM) shall attend and participate in all design phase team meetings. The CM shall prepare a site logistics and utilization plan for review by the Owner.

Estimating: The CM shall provide a minimum of three (3) estimates throughout the design process. The following milestones are recommendations, which are subject to change based on project scope.

Concept/Pre-Design Design

100% Design Development

*Provide a sample work product of the estimate

Scheduling: Develop a detailed master project schedule immediately upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: program development, design, bidding, Board approval of the contracts, and all construction activities through completion of the project.

Provide a sample work product of the schedule.



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CONSTRUCTION PHASE SERVICES :

General Administration: Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. During early phases of the project, conduct MEP coordination meetings as necessary to facilitate effective use of interstitial spaces.

Reporting/Communication: On a weekly basis, prepare a detailed project report updating the Owner with cost, schedule, safety, quality, and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide an overall update of the projects' progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals, and all other project information.

Project Accounting: On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests and collect waivers from trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds and insurance certificates from all contractors and suppliers.

Requests for Information/Submittals: Review and forward to the architect and/or Owner all trade contractor requests for information and submittals. Maintain a date-sensitive computerized log of all such documents, indicating the current status of each.

Permits/Inspections: Secure all necessary local, state, and federal permits, inspections, and certificates of occupancy for the new and renovated facilities.

Self-Performance: Describe the work that the CM intends to self-perform.

O & M Manuals/As-Built: Prepare and turn over all O & M manuals for all equipment to the Owner. Throughout the project, maintain an accurate set of as-built documents for the Owner, incorporating all aspects of the construction.



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Training/Start Up: Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start-up and testing of all equipment by manufacturer's representatives.

Warranty: Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies or the same to the Owner. Enforce provisions of warranties and guarantees with appropriate parties.

Submittal Requirements -Provided by the Construction Manager Candidate

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. RFQ submission must include the following:

Letter of Transmittal: A one-page Letter of Transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter of Transmittal should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture.

Executive Summary: The executive summary is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Respondent's technical approach and ability.

General Information:

- a. Name, address, and telephone of firm, including involvement in industry organizations
- b. Name and title of contact person
- c. Name of officers in firm and an organizational chart (one page or less)
- d. Brief history of firm (one page or less)



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e. Overview of specific qualifications and projects within the K -12 school market in the past five years

f. Names of school districts and descriptions of the work for long-range facilities plans performed by your firm

g. Names of school districts and descriptions of the work for long-range maintenance plans performed by your firm

h. Additional information that the Respondent feels is a unique qualification and is of direct benefit to the District.

Project Staffing: The education, training, and qualifications of the proposed project staff including: Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project. Describe total experience in construction management of each of the proposed Project Team Members. Note separately projects performed by personnel while with another firm and/or organization.

a) Project Executive

b) Project Manager

c) Construction Superintendent

d) Assistant Superintendent (if needed)

e) Project Engineer (if needed)

f) Administrative Staff

g) Safety Personnel

h) Any other assigned staff

Experience and References: Profile several educational clients and/or projects specifically related to our construction management needs that have been performed within recent years.

Provide a brief overview of other K-12 school districts your firm has worked with that illustrate the depth, experience, and service capabilities of your firm with K-12 school clients:



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- a) Number of years the Firm has provided Construction Management Service for school projects.
- b) Number of projects of similar scope and type your firm has completed in the past five years.
- c) Project name, location, and School District: Name, title, telephone number, and email of school district contact
- d) Name, address, telephone number, and email of project architect
- e) Project description including size in square feet, schedule, and services provided
- f) Describe your master planning process your firm has developed that illustrates the depth, experience, and service capabilities of your firm.
- g) Define your insurance coverage and bonding limits

List all Construction Management Projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person.

List five (5) contractor references with whom your organization has worked with in the past twelve (12) months. Submit company name, contact person, and phone number.

Supporting Data: Include any other supporting data which you feel will assist the District in evaluation of your firm.

Service Offerings/Approaches

- a) Provide a brief overview of your firm including the number of years the firm has provided construction management services.
- b) Describe how you view and approach the role of District Construction Manager in partnering with the School District and Architect.
- c) Student Safety and Criminal Background Investigation. Discuss the firm's approach to site safety during the construction phase.



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- d) Describe the firm's approach to developing bid packages, managing the bid process and awarding trade contracts. Approach to public bidding, understanding and experience with public bidding law, bid review, and negotiation.
 - e) Describe the firm's plan for screening contractors who bid on the various portions of the job.
 - f) Describe the firm's handling of "change orders" during construction.
 - g) Describe the firm's handling of "cash allowances" included in the contractor's bid.
 - h) Familiarity with State and Federal Grants
 - i) Describe how you provide cost estimates including outlining the phases of the project and detail of the work. Discuss the approach to cost reduction at various points in the design, bidding, and construction process. Provide an example of proposed cost reduction developed on a recent project during the pre-construction phase.
 - j) How does the firm schedule a project from the earliest conceptual stages through construction? How does the firm maintain project schedules? Firm's approach in providing fast track or accelerated construction.
 - k) Describe the firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
 - l) Approach to close-out, equipment start-up and follow-up on construction-related issues, including warranty

Litigation: Litigation and Ethics Information: List any current or concluded litigation involving your company within the past three years, specifically including Client involvement. Describe your company's involvement in the matter and the outcome of the matter if concluded.

Compensation: Please complete the attached cost inclusion matrix

The Construction Manager shall describe their Services Fee Structure in detail

- a. Staff Hourly Rates - List all staff for project



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b. Typical General Conditions Cost Structure (minimum list for “apples to apples comparison”). Identify if the following are additional costs, included in the base outlined fee structure or purchased through the trade bids.

c. Professional Fee

d. Insurance

e. Bonding Rate

f. Builders Risk Insurance

g. Describe allowances that may be included in trade packages for bidding.



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EXHIBIT A

PROPOSAL FEE FORM

I. Construction Management Fee

The fee for Construction Manager's basic services plus any other services required for successful completion of the project as described in the proposal documents. Provide the fee schedule, as a percentage of construction cost, for projects of varying scale. If the fee percentage is consistent for all project types/sizes, clearly state this. If no fee schedule is provided, it will be assumed the percentage indicated applies to all projects types/sizes.

Percentage of Construction Cost ____%. Refer to Attachment A for services/costs to be included under the fee percentage indicated.

IV. Guaranteed Maximum Reimbursable Expenses

Reimbursable expenses are in addition to compensation for basic and additional services described in the proposal documents and include expenses incurred by the Construction Manager and Construction Manager's employees and consultants in the performance of Services for the project. The figure provided should be stated as a not-to-exceed amount. It is intended that the contract will include a not-to-exceed amount for reimbursable expenses, to be determined on a project-by-project basis. Examples of reimbursable expenses include those described in Attachment A, attached to the School District's Request for Proposals and in the Owner's proposed contract form. Do not include Construction Manager markup in the estimate of Reimbursable Expenses. Rather, such markup should be included in the Construction Management Fee above.

V. Miscellaneous Costs

Identify and describe miscellaneous costs, if any, that Construction Manager foresees, but which have not been identified in the Request for Proposal documents.



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EXHIBIT B

NON-COLLUSION AFFIDAVIT

STATE OF ILLINOIS

SS:

_____ COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other bid or proposal and without any agreement, understanding or combination with any other person in reference to such proposal. S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission, or thing of value resulting from such sale.

Vendor or Agent

For _____

Firm or Corporation

Subscribed and sworn to before me on this _____ day of _____, 20__.

My commission expires:

Signature:

Notary Public

CERTIFICATION

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



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EXHIBIT C

COMPLIANCE WITH LAWS

The successful construction manager shall comply with all applicable laws, rules, regulations, ordinances, and codes in providing services to the Board, including, but not limited to those set forth below.

PREVAILING WAGE

By signing below, Construction Manager shall comply with the present Prevailing Wage Act (820 ILCS 130), which provides that no less than the prevailing rate of wages, as founded by the Department of Labor, shall be paid to all laborers, workmen, and mechanics performing work on this contract. The most current list of prevailing wages can be obtained without charge by writing the Conciliation Mediation Service, Illinois Department of Labor, 705 Stratton Office Building, Springfield, Illinois 62706.

SEXUAL HARRASSMENT

By signing below, Construction Manager certifies that it has complied with the requirements of 2-105 of the Illinois Human Rights Act (775ILCS5/2 -105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

By signing below, Construction Manager, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug- Free Workplace Act (30ILCS580/3) that it shall provide a drug -free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug- Free Workplace Act and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug -Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

By signing below, Construction Managers must assure that all persons employed by the Construction Manager, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics, or sexual



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orientation. The Construction Manager must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission, and the Equal Employment Opportunity Commission.

CRIMINAL AND SEXUAL OFFENDER BACKGROUND CHECKS

The construction manager certifies that none of its employees who will be present on Board property have been convicted of any crime that would prevent them from being allowed on public school property. Further, the construction manager shall ensure, at the request of the Board, that all trade contractor employees performing work at the Project submit to the criminal background checks set forth in Section 10- 21.9 of the School Code. In addition, all contractor employees and subcontractor employees performing work at the Project must log into the District's entrance management system to perform a background check against the national sexual offender list.

CONFLICT OF INTEREST

By signing below, Construction Manager certifies that it is in accordance with the School Code, and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or Board employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the sale of any article by or to the Board.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____



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EXHIBIT D

STAFFING REQUIREMENTS

The following minimum staff must be provided by the Construction Manager during the project and must be included in the CM's construction management fee or fixed general conditions. In addition to this minimum staffing requirement, the CM must provide all staff necessary for the proper execution of their construction management services and contractual obligations.

Pre-construction (as needed for services provided):

- One (1) Project Executive
- One (1) Project Manager
- Cost estimating personnel
- Bidding personnel
- Administrative support

During construction activities (as needed for services provided, unless noted otherwise below):

- One (1) Project Executive
- One (1) Project Manager
- One (1) Superintendent
- Administrative support

Provide construction man-hour staffing schedule, by week, including all team members from pre-construction through final completion of project. Construction management firm to provide its standard form for completion of this schedule.



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EXHIBIT E

SUBMISSION CHECKLIST

This document is for the use of the Construction Managers, and need not be included with the proposal.

- Have you executed and included a one or two-page Cover Letter with all acknowledgements to include all addenda received?
- Have you signed the proposal?
- Have you provided all the information requested?
- Have you completed and included your Fee Proposal included on Exhibit A?
- Have you included the required bonding and insurance information?
- Have you executed and included the Non-Collusion Affidavit Exhibit B?
- Have you executed and included the Compliance with Laws Exhibit C?
- Have you included the construction man-hour staffing schedule by week, including ALL team members from Pre-construction through Final completion as noted in Exhibit D?
- Is the envelope clearly marked as required?
- Is your proposal provided in a sealed envelope?
- Have you properly completed all portions of the proposal?

All proposals shall be submitted with each space properly completed. The special attention of Construction Managers is directed to the policy that no claim for relief because of errors or omissions in the proposals will be considered, and Construction Manager will be held strictly to the proposals as submitted. Should a Construction Manager find any discrepancies in, or omission from any of the documents, or be in doubt as to its meanings, they shall advise the Architect, who will issue the necessary clarifications to all prospective Construction Managers by means of addenda.

END of CM Request for Proposals



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ATTACHMENT A

COST ASSIGNMENT

The School District should place an "X" in the boxes where the cost is to be contained. This is necessary to get the CM Costs in one format.

	CM Fee	CM Staff Costs	General Conditions Costs	Not Applicable to CM Scope of Service	Direct Payment by Owner	Provided by Trades through CM Bid Process
Construction Management Staff						
Project executive	x					
Project manager	x					
Project superintendent	x					
Assistant Superintendent	x					
Project Engineer / Assist Project Manager	x					
MEP Coordination	x					x
Estimating	x					
Safety	x					
Administrative Support	x					
Accounting	x					



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	CM Fee	CM Staff Costs	General Conditions Costs	Not Applicable to CM Scope of Service	Direct Payment by Owner	Provided by Trades through CM Bid Process
CM General Conditions/Consumables						
Transportation of Staff			x			
Site Safety During Construction	x		x			x
Site Office Rental			x			
Temporary Facilities / Toilets			x			x
Project Signs			x			
Site Office Telephone			x			
Electrical Power Consumption During Construction			x			x
Heating Power Consumption During Construction			x			x
Temporary Water			x			x
Cleaning During Construction			x			x
Final Cleaning			x			x
General Use Dumpsters			x			x
Temporary Access Roads			x			x
Site Fencing/Barricades/Traffic Control			x			x
Site Testing of Materials					x	



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	CM Fee	CM Staff Costs	General Conditions Costs	Not Applicable to CM Scope of Service	Direct Payment by Owner	Provided by Trades through CM Bid Process
Insurance Costs						
General Liability Insurance	x					
Builders Risk	x					
Performance and Payment Bonds			x			x
Completed Operations Insurance	x					
All other proposed reimbursable costs required by the CM or not purchased with the bid:						