

Request for Proposal  
MPD Black Partridge Park Restroom and Storage Renovation  
November 28, 2018

**PROJECT SUMMARY**

This project will entail the renovation of approximately 720 square feet existing restroom/storage shelter near the main entrance to Black Partridge Park on Coal Bank Road in Metamora, Illinois, as well as increasing the capacity of a second existing storage building south of the entrance on the Herring section of the park. Phase 1 will require adding approximately 400 square feet of cold storage to the existing storage building on the Herring section, followed by renovating the restroom/storage shelter to improve and increase restroom capacity by utilizing the existing footprint but eliminating the storage area of the shelter. Please note that these projects will be treated as one and can be constructed Simultaneously.

Upon award of this project, the selected construction manager will interact with Metamora Park District Board of Commissioners and Executive Director to assist with pre-construction activities. This includes the entire design process, budget development, value engineering and constructability, and submittal and document review once the project is bid by trades.

**PROPOSAL DETAILS**

Proposals must be received in the Metamora Park District Office no later than 2:45pm on December 12th. The Metamora Park District will make the site accessible for walk-through on Friday December 7th at 1:00pm. Construction managers should provide one bound and sealed copy of the proposal and a USB flash drive to the Metamora Park District Executive Director.

**PROPOSAL STRUCTURE**

The proposal must contain and/or address the following items:

- Brief overview of the presenting company
- Prior related experience
- Introduction to the project team
  - Project Executive
  - Project Estimator
  - Project Manager
  - Project Superintendent
- The presenting company's strategy to execute project through design, budget, bid, and construction phases.
- Proposed fees shall be as follows:
  - General Conditions billed at cost- GMP in proposal
  - Supervision and overhead & profit fee as a percentage of overall cost
  - Design fee
  - Awarded CM will provide a minimum three (3) bids for each division
    - Any work to be self-performed by the CM will be required ahead of final bid deadline

#### PROPOSAL TERMS AND CONDITIONS:

- Any proposals received after the date and time set for receipt of the proposals will not be considered.
- No proposals shall be opened until after the date and time set for receipt of the proposals.
- Proposals will be opened and reviewed at the December 12th public meeting of the Metamora Park Board at 7:00pm at Metamora Village Hall.
- Any submitted proposal shall remain valid and subject to acceptance for 120 days after the proposal due date.
- Metamora Park District reserves the right to accept or reject any or all proposals, with or without cause.
- Metamora Park District may waive any informalities or technicalities relative to the proposal process.
- Metamora Park District reserves the right to request clarification of information submitted and to request additional information from one or more applicants.
- Metamora Park District reserves the right to negotiate adjustments in any and all elements of what applicants submit in their proposals.
- It is the responsibility of each applicant to examine the entire RFP, seek clarification, and review its proposal for accuracy before submitting the proposal. Once the submission deadline has passed, all proposal submissions will be final.
- Metamora Park District assumes no responsibility or obligation to the applicants submitting proposals, and will make no payment for any costs with, the preparation or submission of proposal, and will make no payment for any costs associated with, the preparation or submission of a proposal.
- All codes as applicable for location and building type shall be followed and met.

#### PROPOSAL INQUIRIES AND CONTACT INFORMATION

Inquiries and additional requested information related to the proposal must be received in writing (preferably via email) no later than 3:00 pm on Monday December 10th. All inquiries must be directed to Michelle Spielman, Executive Director, utilizing the contact information provided below:

Michelle Spielman  
Executive Director  
Metamora Park District  
214 E. Partridge Street  
Metamora, IL 61548  
Office: 309.367.2932  
E-mail: [director@metamoraparks.org](mailto:director@metamoraparks.org)