

**SOUTHLAND
CAREER & TECHNICAL
EDUCATION CENTER**



**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGEMENT SERVICES
FOR
Southland Career & Technical Education Center (SCTEC)
August 24, 2026**

REQUEST FOR QUALIFICATIONS

INTRODUCTION:

Southland Career & Technical Education Center (SCTEC) is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive at-risk construction management services related to career & technical education center. The successful firm shall accept the assignment of all trade contracts from the Board after they have been publicly bid and awarded by the Board. The scope of the work is further outlined below under Project Information.

This RFQ is not an Invitation to Bid; responses will be evaluated based on the relative merits of the qualification statements submitted. There will be no public opening or reading of responses received by SCTEC pursuant to this request.

RFQ SUBMISSION:

RFQ submissions are due by October 5, 2026 at 10:00 am local time.

Please submit eight (8) bound copies and one digital copy to:

Dennis Forst
Assistant Superintendent of Business and Operations
Rich Township School District 227
20550 South Cicero
Matteson, Illinois 60443
(708) 264-3785
dforst@rich227.org

Qualifications must be enclosed in a sealed envelope (or other sealed container). The submission must clearly display “Request for Proposals – Construction Management Services for Southland Career & Technical Education Center (SCTEC)” with the respondent’s corporate name, a contact name and phone number listed on the outside of the envelope or container.

SCTEC will only accept written responses with an electronic copy on an electronic storage device. Timely delivery of submissions is the responsibility of the Respondent.

Respondents’ Inquiries and Addenda:

Questions regarding the proposals should be directed to:

Dennis Forst
Assistant Superintendent of Business and Operations
Rich Township School District 227
20550 South Cicero
Matteson, Illinois 60443
(708) 264-3785
dforst@rich227.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 interpretations or clarifications will not be binding on the Board.

General Information, Notifications and Purpose:

Respondents are advised to carefully review all sections of this RFQ and to follow instructions completely, as failure to make a complete submission may result in rejection of the submittal. A submission that departs from or materially alters the terms, requirements, or scope of work defined by this Request may be rejected as being nonresponsive.

General Terms and Conditions:

The purpose of this Request for Qualifications is to identify an experienced construction management firm to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

SCTEC reserves the right to waive informalities and irregularities in the qualifications received. SCTEC reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. SCTEC may remedy or waive technical errors in the RFQ process as is in the best interest of SCTEC.

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

SCTEC reserves the right to contact any respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by SCTEC.

The construction manager that is awarded the contract must comply with all applicable Illinois laws, including, but not limited to, the payment of prevailing wages, criminal background checks, equal employment opportunity laws and non-discrimination laws.

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. SCTEC assumes no responsibility for these costs. This RFQ does not commit SCTEC to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit SCTEC to enter into a contract. SCTEC 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 SCTEC Collective currently consists of the following educational institutions:

- Rich Township High School District 227: Matteson, IL
- Bloom Township High School District 206: Chicago Heights, IL
- Southland College Prep Charter High School / Matteson School District 162: Richton Park, IL
- Speed S.E.J.A. District 802
- Prairie State College: Chicago Heights, IL
- Governors State University: University Park, IL

The proposed SCTEC facility will be more than 140,000 square feet, located in the Village of Park Forest, Illinois, a convenient location accessible to all Collective member students and community members. The estimated construction cost of all phases is \$100 million. The current enrollment of 10th, 11th, and 12th grade students across The Collective is approximately 10,800 students.

The facility will provide vocational and technical training in the following program areas:

- Construction Trades (electrical, plumbing, carpentry, and related areas)
- Advanced Manufacturing
- Aviation
- Public Safety
- Urban Agriculture
- Information Technology
- Logistics and Supply Chain Management

Programs will be available to students enrolled in The Collective's school districts, as well as enrollees at Prairie State College, South Suburban College, and four-year institutions including Governors State University.

More information can be found at: <https://www.southlandctec.com/>

SELECTION CRITERIA AND PROCESS:

The Selection Committee shall determine, based on each respondent's submission, answers to questions and other information deemed relevant by the Selection Committee, which respondents shall be invited to interview. No more than **(3)** firms will be selected to interview with the Selection Committee, at which time each firm will make a presentation. The Selection Committee will consist of representative members of the collaborative districts.

The tentative date for the presentations/interviews (subject to change) is October 2026. SCTEC reserves the right to request additional information from those entities submitting qualification statements. Such additional information may include, but is not limited to, past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results. Respondents are responsible to promptly supply any additional requested information to SCTEC. The promptness, accuracy, and cooperation of

respondents in responding to such inquiries will be considered by the Selection Committee in determining the successful respondent.

A final evaluation of all the presenting respondents will be made by the Selection Committee to determine the best qualified respondent for the project, which firm shall be presented to the Board for approval. The Selection Committee's recommendation will be based on the respondent's submittal, its interview, references, experience and such other factors as the Selection Committee deems relevant. Upon the Board's selection of a construction management firm, the Board will negotiate contract terms and fees.

SCOPE OF SERVICES:

The construction manager's scope of work shall include, but may 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 cost estimates throughout the project and, at a minimum, at the following points:

100% Design Development Document;

50% Construction Document;

75% Construction Documents; and

100% Construction Documents.

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 close out of the project.

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 with 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 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.

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.

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.

Warranties and Guarantees: Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies of same to owner. Enforce provisions of warranties and guarantees with appropriate parties.

STATEMENT OF QUALIFICATIONS REQUIREMENTS:

The Statement of Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. A candidate firm's 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 RFQ. 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 candidate firm. Joint ventures require signatures from all firms participating in the joint venture.

Executive Summary: The executive summary is intended to highlight the contents of the submission and to provide SCTEC evaluators with a broad understanding of the candidate firm's

technical approach and ability. The executive summary must include, at a minimum, the following 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;
- d) Brief history of firm, including the number of years your firm has provided at-risk construction management services to public schools;
- e) Overview of specific qualifications and projects within the K-12 school market within the past five (5) years;
- f) Any additional information that the candidate feels is a unique qualification and is of direct benefit to SCTEC; and
- g) Your current levels of insurance and bonding limits.

Project Staffing: The education, training and qualifications of the proposed project staff including, but not limited to; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project, as well as any additional staffing you believe would be required 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.

Experience and References: Provide four (4) to six (6) educational client references for which you have performed projects within the last five (5) years. Please provide the dollar value of the project, the scope of the project (including the size of the project in square feet and the nature of the services provided), whether the project was on-time and on budget, the name of the architect on the project, with contact information for the architect. If the project was not completed on-time and or within budget, please explain the reasons for such.

List all construction management at-risk 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.

Service Offerings/Approaches:

- a) Describe how you view and approach the role of District construction manager in partnering with SCTEC and its architect.
- b) Discuss your firm's approach to site safety and criminal background checks.

- c) Describe your firm's approach to developing bid packages, managing the bid process, awarding trade contracts, and your understanding and experience with public bidding law, bid review and negotiation.
- d) Describe your firm's plan for screening contractors who bid on various portions of the job.
- e) Describe your firm's handling of "change orders" during construction.
- f) Describe your firm's handling of "cash allowances" included in the contractor's bid.
- g) Describe your firm's familiarity with State and Federal Grants.
- h) Describe how your firm provides 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.
- i) How does your firm schedule a project from the earliest conceptual stages through construction? How does your firm maintain project schedules? Explain your firm's approach in providing fast track or accelerated construction.
- j) Describe your firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
- k) Describe your firm's approach to close-out, equipment start-up and follow-up on construction related issues including warranty.

Litigation and Ethics Information: List any current or concluded litigation (including arbitration and mediation) involving your company and construction projects within the past five (5). Describe your company's involvement in the matter and the outcome of the matter, if concluded. Additionally, provide details of any criminal investigations into your company, including matters that did not result in the filing of criminal charges.

Compensation: Describe your fee structure in detail, including the following information:

- a) Staff hourly rates for all project staff;
- b) Typical general conditions cost structure;
- c) Professional fee;
- d) Insurance (specifically address whether you will require payment and performance bonds for the first tier trade contractors and the estimated cost of such bonds as a percent of the Cost of the Work);
- e) Builders risk insurance;
- f) Allowances that may be included in trade packages for bidding; and

g) Any other expenses/compensation.

Representative Sample Work Products: The Statement of Qualifications should also include a recent representative sample work product. This would include a project schedule, phasing and site logistics plan, cost estimate, construction manager bid documents, and a construction phase financial report.