

Kewanee Park District

REQUEST FOR QUALIFICATIONS (RFQ)

CONSTRUCTION MANAGER AS CONSTRUCTOR (CMc)

Clubhouse Renovation and Expansion

Project Summary

The Kewanee Park District is seeking proposals from qualified construction management firms to manage the construction of, and provide general project oversight for the expansion and renovation of the clubhouse at Baker Park Golf Course

Owner Background

Baker Park Golf Course is a municipal golf course operated by the Kewanee Park District. The golf course and the current clubhouse facility opened in 1938 and has been renovated multiple times with its most recent renovation being in the 1990's with refreshes in the late 2010's. An expansion to the current clubhouse and renovation of the existing structure are needed to align with the demands of recreation and public use in today's world. The expansion will include a dedicated pro shop/grand entrance, 2 golf simulator bays, and a banquet space that could be partitioned off to host multiple events consecutively. The current facility is in need of kitchen renovation and expansion to house the expanded catering capacities. The dining area will be reimaged with restrooms being altered to be individual use and then a minimal amount of work to streamline the dining area for esthetics and efficiency.

Anticipated Project Scope

The scope of services will include:

- 1) Facility should be approximately 3,000 square foot and include the following:
 - a. Minimum 2,500 square feet total.
 - b. Must include appropriately-sized sanitary sewer tied into City sewer main or existing lift station.
 - c. Open floor concept with space for seating for approx. 150 people.
 - d. Men's and Women's restroom facilities with min. one stall per restroom.
 1. New in expansion
 2. Renovated in dining area
 - e. Utilities room with water heater, mop sink, & electrical panels.
 - f. Cold storage area with walk-in cooler.
 - g. Office Space
 - h. Dry good storage area.
 - i. Check in – Cashier area.
 - j. Kitchen with counter tops, 3 well sink, and food preparation
 - k. Main entrance prop shop area + Bar
 - l. Some fixtures (simulators, bar area with restaurant and banquet dining space seats excluded), cabinets, countertops and hardware.

- m. Adequate electricity service to accommodate all equipment including several coolers, walk-in cooler, TVs/other media, roasters/cooking equipment, computers and all lighting.
 - n. Outdoor patio area to accommodate seating up to 30
 - o. Minimal dining space renovation, drop ceiling conversion, electrical upgrade, door and wall conversion
 - p. Parking lot overlay and entrance installation
 - q. Landscaping
 - r. Kitchen Design Build
 - s. MEP Systems as part of delegated design to appropriate sub-contractors
 - t. All ADA requirements met
- 2) If approved,
- a. The successful firm will be responsible for all Construction Management services including finalization and issuance of MEP Design/Build scope and Kitchen Design/Build scope to be publicly bid in accordance with owner policy as well as state, federal, and local law. Competitive bidding, contractor coordination and full-time supervision, management of project schedule, review of all submittals & inspection of all materials and installation, preparation of necessary reports and conducting regular meetings with owner as specified, project accounting and record keeping, payment to contractors through review of pay applications and approval of amounts to be paid by Kewanee Park District, certified payroll and other duties as specified in the Construction Manager Agreement AIA 134-2019.

Tentative Schedule of Events

Issue RFQ Document	May 1, 2026
RFQ Due	May 20, 2026
Conduct Interviews/Presentations	May 25-29, 2026
Award Date	June 4, 2026
Completion of Construction Documents	August 10, 2026
Construction Begins	September 21, 2026
Construction Complete	May 2027

Proposals

The proposals must contain the following information in addition to the requested pricing proposal. We also will accept any other information deemed pertinent by your firm:

Qualifications, experiences, and approach:

- A. A general history of the firm, including as a minimum the following: names of all principals/partners, founding date of the firm, the general nature of work experience, and the firm’s organizational chart.
- B. Identification by name and qualifications of the team’s Project Manager and Field Superintendent assigned to this project. This includes a resume for each that includes the title, education, relevant experience and specific role in the firm or any past firms.
- C. 2 examples and brief synopsis of comparable projects, please include clients that may be used as references.

- D. A description of the methods and/or techniques employed by the firm to guard against schedule slippage.
- E. A description of the methods and/or techniques employed by the firm to maintain communication with both the Owner and the Architect.
- F. A description of the process employed by the firm to review, screen, pre-qualify or disqualify bidders.
- G. A description of the process for which the Owner can provide input on the bidder solicitation process.
- H. A description of the methods and/or techniques employed by the firm to ensure quality control, adherence to the construction documents and coordination among subcontractors.
- I. Proposed construction schedule showing the estimated time frame for completion of the required services.
- J. Include at least 3 references for past projects.

Proposed Pricing & Fee Structure Requirements

Please provide a comprehensive pricing proposal that encompasses all costs associated with the project. To ensure a fair evaluation, respondents must adhere to the following format:

- A. Itemized Cost Breakdown: Respondents must provide a detailed line-item breakdown, including but not limited to:
 - a. Estimated total project cost(range) based on square footage, DD, and most up to date budgetary numbers multiplied by your rate structure
 - b. Personnel Rates: A list of key roles, their hourly/daily rates, and the estimated hours assigned to this project.
 - c. Proposed fee Structure & Payment Schedule
 - i. District's preference is milestone based
 - ii. Construction Fee
 - iii. List of General Conditions items that will be included in the CM's fees/costs listed with amounts
 - d. Retention:
 - i. Districts preference is 10% of the total fee held until final project acceptance.
- B. Reimbursable Expenses: Identify any anticipated out-of-pocket expenses (e.g., travel, shipping, specialized hardware).
 - a. All reimbursable expenses must be pre-approved in writing and billed at cost without markup.
- C. Assumptions & Exclusions
 - a. Clearly state any assumptions made when calculating this fee. List any items or services that are specifically excluded from the proposed price to avoid future scope creep.

Hard Copy Proposals must be received in a sealed envelope with at least 7 copies no later than 3:00 p.m., local time, Monday, May 20, 2026.

Proposals must be submitted to:

Kewanee Park District
Attn: **Baker Park Clubhouse Renovation and Expansion**
1095 Cambridge Rd.
Kewanee IL, 61443

Proposals received after this date and time will not be considered. Proposals will not be publicly opened.

Additional information and questions may be directed to Executive Director, Andrew Dwyer at 309-852-2872

Evaluation Criteria

Each proposal will be reviewed and judged against the evaluation criteria listed below:

- A. Experience of the construction management firm and its staff with projects of this type.
- B. Comprehensive knowledge, understanding, creativity, and application of the appropriate products, techniques, and standards used for the construction of golf course clubhouses or other applicable buildings.
- C. Construction schedule or timeline to complete the project.
- D. Ability and experience of consistently staying on time, and within budget, with previous projects of this nature.
- E. General Conditions/Overhead/Fee Structure

After reviewing the firm's qualifications, the District's selection committee will make a determination based upon the evaluation criteria. One or more firms submitting the most responsive proposals will be asked to participate in an interview, at the firm's own expense, with the District's selection committee. The firm's staff member(s) responsible for the completion of these projects is/are required to attend the interview.

After the District's selection committee has selected the successful firm, the committee will enter into a negotiation on terms.

Responsibilities of the Construction Manager

The construction manager is to work with the owner and design partner through the pre-construction phase of the project and ultimately manage the construction. The responsibilities of the construction manager include, but are not limited to, the following:

MEP Design/Build and Kitchen Design/Build Scoping/Scope Review/Bidding/completion of design to meet scope criteria

- Lead MEP and design build campaigns to be inclusive of all areas except final approval by District Board.
- Lead Kitchen design build campaigns to be inclusive of all areas except final approval by District Board.

Pre-Construction Phase

- Develop a preliminary Cost of Work estimate based on current Construction Design Documents and update the Cost of Work estimate at, and at 75% Construction Documents. The estimate shall reflect value-engineering and/or alternate bid suggestions that have been accepted by the Owner and Architect. The estimate should also include the anticipated general conditions required to perform the work. As described in your original proposal
- Attend community meetings with Owner and Architect, as requested.
- Develop a project schedule(s) to reflect phasing, bid packages, procurement, all construction activities and critical occupancy and/or completion dates for each phase.
- Prepare a cash flow schedule that includes pre-construction costs and all phases of construction.
- Prepare site logistics plan.
- Identify “long lead” items and arrange for bids so that schedule is not compromised.
- Work with Owner and Architect to develop bid packages, phases and sequencing of trade work.

Bidding/Contract Award Phase

- Assist Architect in preparation of Division 0 – Bidding and Contract Requirements and Division
 - Construction Manager’s Site Safety Requirements.
 - Construction Manager’s Preliminary Schedule.
 - Construction Manager’s Qualification Requirements.
- Prepare a preliminary schedule for inclusion in bid documents.
- Prepare a comprehensive Scope of Work document for each Trade Package for inclusion in bid documents.
- Update the cash flow schedule from the Pre-Construction Phase.
- Submit an anticipated bidders list for all categories of work to the Owner and Architect for prior review and approval.
- Provide instructions and scope of work details to all invited bidders.
- Conduct bid opening and develop a bid tabulation form and list award recommendations.
- Selected Construction Manager will provide a GMP (Guaranteed Maximum Price) at the end of Construction Document phase for consideration of Owner to proceed.
- Prepare contracts AIA 132-2019 and purchase orders.

Construction Phase

- Provide full-time on-site construction administration inclusive of a field superintendent
- Provide office support inclusive of a project manager and partial clerical support.
- Manage all Trade Contractors.
- Manage shop drawing and submittal review process.
- Review requests for information, requests for proposals and subcontractor responses to same.
- Hold and chair regular progress meetings and produce and distribute meeting minutes.
- Review and recommend pay request for payment by Owner in conjunction with Architect’s review of same.
- Obtain bonds and lien waivers from subcontractors.
- Provide monthly progress reports addressing any cost or schedule changes. And attend board meetings as required to update entire board on progress
- Update cash flow requirements.
- Expedite substantial completion and occupancy certificates.

- Obtain closeout documents including as-built-drawings, guarantees/warranties and operation and maintenance manuals.
- Obtain inspections of governing authorities having jurisdiction and act as the Owner's representative with local municipalities.
- Obtain all required permits from the local municipalities
- With Owner and Architect, prepare a punch list and expedite its completion.
- Assist Owner with move in.

Post-Construction Phase

- Coordinate and expedite the resolution of construction related problems.
- Coordinate and expedite the repair/replacement of items covered under guarantees/warranties.
- Conduct follow-up review of the complete facility to help ensure satisfactory performance of material and systems.
- Coordinate and participate in an 11-month post-occupancy walk through of the completed project with the Owner and Architect to identify any warranty items that need to be corrected.

MISCELLANEOUS PROVISIONS

Insurance

The successful firm will be expected to acquire and maintain acceptable amounts of insurance during the life of this project covering worker compensation, employer's liability, comprehensive general liability and professional liability covering acts, errors and omissions in the performance of this contract.

Signature by the Responsible Party

All proposals must be signed with the individual's or the firm's name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership, or corporation. Obligations assumed by such signature must be fulfilled. No party may assign or transfer any legal or equitable interest in their proposal after the date and hour set for the receipt of proposals.

Selection Criteria

The contract may be awarded to the most responsible firm whose proposal is determined to be the most advantageous to the District. Experience, qualifications, quality control procedures, and references will be considered as elements of a responsible proposal at the sole discretion of the District. The District's decision shall be final and not subject to recourse by any firm, person, or corporation. The District reserves the right to reject any and all proposals.

Conflict of Interest

The successful firm agrees that it presently has no interest, and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The successful firm further agrees that, in the performance of the agreement, no person having any such interest shall be employed.

Interest of Public officials

No member, officer, or employee of the Kewanee Park District during their tenure or for one year thereafter, shall have any interest, direct or indirect, in this proposal or the proceeds thereof.

Indemnification

The successful firm agrees to protect, defend, indemnify, and hold harmless the Kewanee Park District; its elected and appointed officials, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, or damages to the property or other rights for any person or persons, caused by firm's proposals or subsequent submittals. Firm's obligation to protect, defend, indemnify, and hold harmless, as set fourth herein above, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

Ownership

All documents and materials prepared pursuant to this proposal are the property of the Kewanee Park District. Kewanee Park District shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this process.

Verbal Agreement

No verbal agreement or conversation with any elected or appointed official, agent or employee of the Kewanee Park District, either before, during, or after the submittal of this proposal shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the successful firm to any additional compensation or consideration whatsoever under the terms of this request for proposals.

Changes

The Kewanee Park District may, from time-to-time request changes in the RFQ issued to the consultant to be performed hereunder. Such changes shall be incorporated in written amendments to this RFQ.

Anti-Discrimination

The successful firm shall not discriminate against any person or applicant for employment because of race, color, creed, religion, sex, national origin or ancestry, age, marital status, physical or mental disability, or political beliefs or affiliations.

Additional Documents: Via request to Adwyer@kewaneeParkDistrict.org

Development Design | 90-95%

Construction Design | Most up to date ~50%

"Promoting growth through recreation"