

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
JANUARY 23, 2007 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Authorization to Pre-Qualify General Contractors for the construction of Fire Station 2	Resolution Ordinance ✓ Motion Discussion Only	David Fieldman Deputy Village Manager

SYNOPSIS

A motion is requested to authorize publication of a notice of that the Village is receiving General Contractor Pre-Qualification submittals for the construction of Fire Station 2.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2006-2011 identified *Top Quality Village Infrastructure and Facilities*. A supporting objective of this goal is *Improved Fire and Emergency Medical Services Delivery*.

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval at the January 23, 2007 Workshop with a waiver of the traditional one-week waiting period.

BACKGROUND

The Village and its architect is nearing completion of the design of the new Fire Station 2 to be located at the northwest corner of 55th Street and Main Street. At this time, the next step is to begin selection process for the general contractor. The General Contractor will be selected following a formal competitive bid process. To facilitate the competitive bidding process, it is recommended that the General Contractors are pre-qualified and demonstrate that they possess the professional qualification and financial capacity to build the new fire station 2.

Pre-qualification of General Contractors is a standard process in municipal building construction and a similar process has been used by the Village previously (for the construction of the downtown parking deck.) Village staff, the Owner's Representative (Owner Services) and the Architect (Williams Architects) have identified that the pre-qualification process is beneficial to the Village because it increases the likelihood that the competitive bids that will be received for the station construction will be from general contractors that possess the skills, ability and experience required to construct a fire station, instead of competitive bids from unqualified contractors. The ultimate goal of the pre-qualification process is to obtain a bid that reflects the lowest cost for the construction of the fire station. It is also noteworthy that in our experience, pre-qualification processes decrease disputes that arise after competitive bidding from the rejection or disqualification of bidders after the completion and submittal of the bids. This is due to the fact that the bid documents are substantive and require substantial work and therefore, most professional contractors would prefer to be advised that they are not qualified for a particular project during the pre-qualification period.

The pre-qualification process would consist of the following steps:

- Publication of the notice
- Issuance of a Request for Qualifications of responding bidders

- Review of all submitted qualifications
- Identification of firms that appear to be qualified
- Interviews with firms identified in the step of above
- Review of qualification criteria based on interview results

The above process would be used to select approximately 4 to 7 of the most qualified general contractors that would be permitted to submit a bid on the project. The pre-qualification process would be managed by staff with assistance from the Village consultants. The Village Council would select the general contractor and award the bid.

The attached notice would be published in a local newspaper and on the Village's web site.

ATTACHMENTS

Notice of General Contractor Pre-Qualification for the Construction of Downers Grove Fire Station #2

**Notice of General Contractor Pre-Qualification
for the Construction of Downers Grove Fire Station #2**

The Village of Downers Grove, Downers Grove, Illinois, notifies bidders that material is now being accepted to pre-qualify bidders for the construction of Downers Grove Fire Station #2. Complete general contracting services only are sought. Subcontractors or suppliers interested in providing services for materials or materials for portions of the work will not be considered at this time.

- **PROJECT DESCRIPTION**

The Project consists of:

A new Fire Station No. 2 and Administrative office building. The new facility to be located in place of the existing fire station and the other village owned properties forming a parcel that include the entire eastern portion of the block bound by Main Street on the east, 55th Street on the south, Summit Street on the north and Carpenter Street on the west. This site also includes the water tower, chlorination building and the DuPage Water Commission connection building that are all to remain as they are.

The Work includes:

The new fire station will be a 30,522 sf, four-bay, two-story facility with partial basement including offices, training room, kitchen, dining, day room, male and female toilet rooms, exercise room, generator and mezzanine. Site work includes a new parking lot, landscaping, site lighting and underground storm water detention.

- **PROJECT SCHEDULE**

Bid Documents are anticipated to available March 2007. The bid period will be four (4) weeks. Construction is scheduled to begin April/May 2007. A 56-week construction period is anticipated.

- **PURPOSE OF PRE-QUALIFYING BIDDERS**

The purpose of pre-qualifying bidders is to ensure that appropriate standards of ability, experience, performance and financial integrity will be met. Potential bidders will be comparatively judged on the basis of, but not limited to, financial criteria, organization of personnel, and completion of work similar in scope and performance and quality of work previously completed.

- **PRE-QUALIFYING PROCESS**

The pre-qualification process will consist of three separate and distinct steps. The first step consists of the submission of all required information and documentation. A bidder who fails to submit the required information and documentation will not proceed to the second step. The second step will consist of an interview of the bidder at the bidder's place of business or at a location determined by the representatives of the Village of Downers Grove. The third step will consist of the checking references supplied.

- **SELECTION OF PRE-QUALIFIED BIDDERS**

At the end of the three-step process, an approximate number of four to seven of the best-qualified bidders from those submissions received will be selected by the Village of Downers Grove. The list of pre-qualified bidders will be posted at 801 Burlington Ave., Downers Grove, Illinois 60515. Only those pre-qualified bidders appearing on the list will be allowed to submit bids.

- SUBMISSION

Interested bidders must complete AIA Document A305, Contractor's Qualification Statement together with the Supplement to the Contractor's Qualification Statement. This material will be available via pick-up only at Owner Services Group, Inc. located at 1815 S. Meyers Road., Suite 200, Oakbrook Terrace, Illinois 60181 beginning at 9:00 a.m. on January 24th, 2007. Six (6) copies and one original of the completed materials must be submitted by 3:00 p.m. on February 5th, 2007 to Owner Services Group, Inc. at 1815 S. Meyers Road, Suite 200, Oakbrook Terrace, Illinois 60181. All materials must be submitted in a clearly marked envelope stating "Village of Downers Grove Fire Station #2 Prequalification Materials". Failure to perform the above may deny prequalification to the bidder by the Village of Downers Grove.

- DENIAL OF PRE-QUALIFICATION

Failure to perform the above may disqualify the bidder from this process. Additionally, Pre-Qualification will be denied to any bidder for reasons deemed controlling by the Village of Downers Grove, including, but not limited to the following:

- Unfavorable references.
- Failure to have completed work on previous projects in a timely manner and to have met prescribed time schedules.
- Failure to have completed work on previous projects in strict compliance with approved plans and specifications.
- Failure to have completed all work on previous projects in a workmanlike manner.
- Failure to have cooperated on previous projects with the owner, the owner's architect and the owner's construction representative.
- Failure to have obtained on previous projects any needed permit.
- Failure on previous projects to carry out all work in a safe manner.
- Submittal of a false statement in the pre-application materials.
- Failure to complete each and every item of the Pre-Qualification materials.
- Lack of competency, experience, facilities, financial resources or personnel as revealed by the Pre-Qualification materials.
- Failure to pay, or satisfactorily settle, all bills due for labor and material on prior projects.
- Any default under previous contracts.
- The submission of any misleading information relative to previous contracts.
- An unsatisfactory performance record as shown by past construction projects judged from the standpoint of compliance with plans and specifications, quality of workmanship and timeliness of completion of work.
- Number and aggregate amount of change orders under previous contracts.
- Uncompleted work that may hinder or prevent completion of additional work if awarded.

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VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Deputy Village Manager **DATE:** January 23, 2007
(Name)

RECOMMENDATION FROM: _____ **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

- Ordinance
- Resolution
- Motion
- Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to authorize publication of a general contractor pre-qualification notice in relation to construction of Fire Station #2.

SUMMARY OF ITEM:

This motion shall authorize local newspaper publishing of the Notice of General Contractor Pre-Qualification for the Construction of Downers Grove Fire Station #2.

RECORD OF ACTION TAKEN:
