OAKTON COMMUNITY COLLEGE

REQUEST FOR PROPOSALS (RFP)

CONSTRUCTION MANAGEMENT SERVICES AT RISK

I INTRODUCTION AND PROJECT INFORMATION:

Oakton Community College (“Oakton”) is an Illinois public community college operating two campuses in Des Plaines, Illinois and Skokie, Illinois. Further information about Oakton can be found on its web-site at www.oakton.edu and Master Plan information can be found at www.oakton.edu/about/ourlocations/facilities_plan/

The Board of Trustees of Oakton Community College unanimously approved a $68.5 million Five Year Master Plan in December of 2010. In order to improve student success, the student experience and in response to the educational needs of our community, Oakton intends to implement the following projects at its Des Plaines Campus as part of its Five Year Master Plan:

<table>
<thead>
<tr>
<th>Project</th>
<th>Construction Cost</th>
<th>Start</th>
<th>Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science and Health Careers Instructional Building</td>
<td>$30-$35 million</td>
<td>July 1, 2011</td>
<td>May 14, 2014</td>
</tr>
<tr>
<td>Classroom Remodeling (Phased)</td>
<td>$2-$4 million</td>
<td>July 1, 2011</td>
<td>August 16, 2014</td>
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<tr>
<td>Renovation of Enrollment Center</td>
<td>$2-$4 million</td>
<td>July 1, 2011</td>
<td>December 31, 2012</td>
</tr>
<tr>
<td>Renovation/Creation of Student Center and Gathering Space</td>
<td>$2-$3 million</td>
<td>February 6, 2012</td>
<td>August 16, 2013</td>
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<tr>
<td>TOTAL</td>
<td>$36-$46 million</td>
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</table>

The Board of Trustees recently approved Legat Architects as the architect of record for the above mentioned projects. Once the Construction Manager is selected, the Construction Manager and Legat Architects will work together with Oakton to ensure cost effective construction and possibly a shorter construction time table for the various projects. Funding has been allocated for commissioning on all projects.

II IMPORTANT DATES:

- Issue Request for Proposal (RFP) May 10, 2011
- Proposal Submission Deadline May 26, 2011 By 3:00 p.m. CDT
- Firms Selected as Finalist (3 to 5 firms) June 2, 2011
- Interviews June 8 and June 9, 2011
- Award Date June 28, 2011
- Start of Preconstruction Services July, 2011
III TYPE OF CONTRACT

The successful Construction Manager candidate will enter into an Agreement for Construction Management Services using a modified version of AIA Document A134-2009 where the basis of a payment is the cost of work plus a fee without a guaranteed maximum price (see attached Agreement). The Construction Manager will be “at risk” for this project.

IV CRITERIA FOR SELECTION

The College reserves the right to make all decisions, pursuant to the selection of the Construction Manager which, in its sole opinion, are in the best interests of Oakton and the project. Oakton doesn’t guarantee that any Construction Manager will be selected or a contract will be issued with this process. Final evaluation criteria will include, but not be limited to the following:

- Company Profile/Firm History and Background
- Project Experience
- Project Team
- Project Approach
- Bond Rating, Bond Capacity and Insurance Levels
- Cost Saving Initiatives
- Past Experience with Oakton (if applicable)
- LEED Projects and Commitment to Sustainability
- Safety Record and Procedures
- Buildings Information Modeling Strategy
- References of Previous Work
- Fee Proposal

V STATEMENT OF QUALIFICATIONS

In order to be considered as the Construction Manager for a project in the Master Plan program, please submit one (1) original, five (5) copies and one electronic copy (disk or thumb drive) of your Statement of Qualifications, which should include, as a minimum, the following information.

A. Company Profile/Firm History and Background

Please provide background information on your firm, including but not limited to:
- Size of your firm, including number of construction professionals and annual volume of construction management work performed over the past five years.
- Scope of services that your firm customarily provides to clients.
B. Project Experience

Please provide information on your firm’s experience as Construction Manager on projects over the last five years. Be sure to include client name (name, titles, phone numbers), project description, architect references (names, titles, phone numbers), and project completion date. Oakton is particularly interested in the performance of Construction Management in the following situations:

- Construction Management on projects with a completed construction cost in excess of $30 Million.
- National college or university experience.
- Large-scale projects for Schools, Colleges or Universities in the area.
- Other projects completed in Oakton’s district.

C. Project Team

Please provide information pertinent to the staff anticipated to be available to work on projects in summer of 2011 through 2014 with specific reference to the Master Plan Buildings Project:

- Overall organization chart graphically depicting the staff assigned to the project for each phase of the program (pre-construction phase services, design phase services, and construction phase services).
- Manpower loading diagram specifying the percent involvement for each staff member for every month throughout the project, including which staff members will be on-site at any given time.
- Résumés for all key staff members (estimators, project managers, superintendents, engineers, et al); including experience with similar size and complexity of project.

D. Project Approach

Explain your firm’s approach in managing large educational projects through its various phases (i.e., Design Bidding and Construction). Please address the following areas:

- Industry best practices
- Budget control
- Schedule control
- Quality control
- Safety assurance
- Team communications
- Compliance with State, Federal and local ordinances
- Other areas that you feel are important
E. Bond Rating, Bond Capacity and Insurance Levels

Include the letter from the Bonding Company indicating bonding rating capacity of your firm and bonding company. Indicate how current projects already under contract effect bonding capacity amount. Attach certificate of insurance to include:

- Worker’s Compensation and Employee’s Liability Coverage
- General Liability including completed operations and Contractual Liability.
- Automobile Liability
- Umbrella and Excess Liability

F. Cost Saving Initiatives

Describe in detail initiatives and strategies your firm is currently developing or using to adjust to the current changing market conditions. Illustrate how these have been beneficial on other projects and how you foresee them being beneficial to the Oakton Project, especially in terms of transferring value or savings to the Owner. Describe how your firm would implement these initiatives on this Project.

G. Past Experience with Oakton (If Applicable)

Indicate any projects completed at Oakton in the last ten years. Include project name, completion date and cost.

H. LEED Projects and Commitment to Sustainability

Provide a list of LEED projects completed in the last five years. Indicate whether projects are certified, silver, gold or platinum. Also indicate the number of LEED certified professionals on staff, membership in U.S. Green Building Council, membership in other “green” organizations, level of sustainability concerning your headquarters, etc.

I. Safety Record and Procedures

Explain how your firm promotes safe work practices among the trade contractors. Please highlight your firm’s organization and reporting, statistics, and management practices as they relate to work-site safety for both the workmen and public.

For any direct contracting work by your firm, please provide your firm’s Experience Modification Rating (“EMR”) for the last five years.
J. Buildings Information Modeling Strategy

Please include information about your firm’s use of BIM and its ability to effectively work with and integrate information from the documents provided by the architect/engineers.

K. References of Previous Work

Please include name, title, phone number and e-mail address of references Oakton can contact concerning your Construction Manager expertise.

L. Legal Issues

Please include any pending legal issues or lawsuits your firm or your insurance is currently dealing with.

VI FEE PROPOSAL SUBMISSION REQUIREMENTS

Provide the following cost information:

1. Provide a complete breakdown of all costs associated with the above scope of services. This breakdown should include the following:

   - Design Phase Costs – Provide a lump sum of staff costs of all construction management professional, clerical and trade staff involved on the project during the projects’ design phase. Include costs for temporary employees if utilized on the project. Include salary, fringe benefits, escalation, and taxes. Provide a breakdown of the hours to be utilized by each staff member and their associated hourly rates. Also include a listing and breakdown of any reimbursable expenses.
   - Design Phase Fee – Provide a lump sum of the Construction Manager’s design phase overhead and profit. This shall include any and all overhead and multipliers charged by your firm associated with design phase services.
   - Construction Phase Costs - Provide a lump sum for staff costs of all construction management professional, clerical and trade staff involved on the project in the field and in the home office during the construction and closeout phases of the project. Include costs for temporary employees if utilized on the project. Include salary, fringe benefits, escalation, and taxes. Provide a breakdown of the hours to be utilized by each staff member and their associated hourly rates.
   - Construction Phase Fee – Provide a lump sum of the Construction Manager’s construction and closeout phase overhead and profit. This shall include any and all overhead and multipliers charged by your firm associated with construction and closeout phase services.
   - General and Excess Liability insurance based upon the Construction Manager holding all contracts.
   - An estimate of reimbursable General Conditions Items. All items will be paid at cost with no mark-up. Provide a comprehensive listing and cost
breakdown by category. All other temporary construction items shall be a bid by trade contractors.
- No additional costs will be paid to the Construction Manager that are not specifically identified herein.

VII SUBMITTAL INFORMATION

Proposals for Construction Management Services shall be provided in a letter size (8.5 x 11) bound document with sections limited to page numbers and requirements below. Submit only requested information. Provide one (1) original, five (5) identical copies and an electronic version to Oakton.

All proposals are due to the following address by 3:00 p.m. CDT on May 26, 2011. There is no formal proposal opening session scheduled. Any proposals received after the specified due date and time will be rejected.

Oakton Community College
ATTN: Doreen Schwartz
Director, Business Services
1600 E. Golf Road, Room 1540
Des Plaines, IL 60016

VIII SUBMITTAL FORMAT

<table>
<thead>
<tr>
<th>Section</th>
<th>Maximum Pages</th>
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<tbody>
<tr>
<td>Cover Letter</td>
<td>(maximum of one page)</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>(maximum of one page)</td>
</tr>
<tr>
<td>Executive Summary</td>
<td>(maximum of two pages)</td>
</tr>
<tr>
<td>Company Profile/Firm History and Background</td>
<td>(maximum of two pages)</td>
</tr>
<tr>
<td>Project Experience</td>
<td>(maximum of five pages)</td>
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<tr>
<td>1. Projects over $30 million.</td>
<td></td>
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<tr>
<td>2. Multiple construction at one location or facility</td>
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<td>simultaneously and close proximity to another as well as</td>
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<td>renovation projects completed while the building is</td>
<td></td>
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<td>still occupied.</td>
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<td>3. Work at other colleges especially on science related</td>
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<td>or health career projects.</td>
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<td>4. Work at hospitals, research labs, or other campus type</td>
<td></td>
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<tr>
<td>environments.</td>
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<tr>
<td>5. Work in Oakton’s district in the last five years.</td>
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<tr>
<td>Project Team</td>
<td>(maximum of two pages)</td>
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<tr>
<td>Project Approach</td>
<td>(maximum of two pages)</td>
</tr>
<tr>
<td>Bond Rating, Premiums and Insurance coverage</td>
<td>(maximum of two pages)</td>
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<tr>
<td>LEED Project, Experience and Philosophy</td>
<td>(maximum of two pages)</td>
</tr>
<tr>
<td>Safety - Include the last 5 years of Experience Modification Rate</td>
<td>(maximum of two page excluding EMR)</td>
</tr>
<tr>
<td>References and Previous Work</td>
<td>(maximum of one page)</td>
</tr>
<tr>
<td>BIM Strategy</td>
<td>(maximum of two pages)</td>
</tr>
<tr>
<td>Fee Proposal</td>
<td>(maximum of three pages)</td>
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</table>
Financial Statements will be required of the finalists.

All questions pertaining to the RFP and submittals shall be in writing via e-mail to the attention of:

Carl F. Costanza
Vice President for Business and Finance
costanza@oakton.edu

Questions submitted after 5:00 p.m. on Friday, May 20, 2011 will not be considered.

The Proposer shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the work, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, prevailing wages and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the work, and no plea of misunderstanding or ignorance thereof will be considered. The Proposer shall indemnify and hold harmless the College and all its officers, agents, employees and servants against any requirements, claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by themselves or their employees.