



TOWNSHIP HIGH SCHOOL DISTRICT 113

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March 6, 2019

TO: Prospective Bidders

SUBJECT: Addendum TO THE BIDDING DOCUMENTS FOR:
Request for Proposal Owner's Representative of Record

This addendum forms a part of the bidding and contract documents, modifies the original bidding documents and is compliant with *Request for Proposal Owner's Representative of Record*. Please acknowledge receipt of this addendum in the space provided on the Bid Form. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Questions and answers relating to the *Request for Proposal Owner's Representative of Record* appear below.

Q: What are the district's requirements for professional liability insurance? In public school districts, we typically see/recommend a \$2M occurrence/aggregate limit.

A: The District's requirement is \$2M general aggregate.

Q: Has the district used an Owner's Representative on previous projects, including the \$114M Capital/Referendum program?

A: No

Q: Are there any other existing team members onboard so far, other than Gilbane and Perkins + Will? If so, in what capacity?

A: Director of Operations and Facilities, John Fuhrer, and Assistant Superintendent for Finance, Ali Mehanti, will provide District oversight on these projects.

Q: What planning work, if any, has been performed to-date by those firms, including Gilbane and Perkins + Will (concept design, cost estimating, etc.)?

A: The projects are part of a long-term capital construction plan developed by the District with P+W and Gilbane. This builds on the master plan, comprehensive facilities assessment, needs analysis and the

capital referendum projects to provide a 10-year major projects outlay with potential project costs. The intent is for the District to revise the master plan and the capital projects plan on a regular basis.

Q: Can we review any preliminary plans/drawings to get a sense of scope? It would also be helpful to understand the project scale (e.g. space program, square footages, etc.)

A: The District has currently identified work associated with the Deerfield Auditorium and potential projects at the Highland Park Cafeteria, however, those preliminary summer 2020 projects are pending Board approval. Once the Board has approved the direction and scope of the projects, more information can be provided.

Q: If this is part of a 10-year Capital Improvement Plan (not the completed \$114M issue program), then what is the roughly anticipated budget?

A: The District has committed a rolling annual capital projects budget of \$5M. Any work associated with the Capital Improvement Plan will be performed under that budget.

Q: Will the schedule require any of the project facilities to remain continuously open during construction or to be phased separately?

A: Current projects are intended to be completed during summer months with summer school rotating between the unaffected campuses. There are long-term improvement projects that may overlap the spring/fall sessions or continue through to the next summer.

Q: Does the district anticipate any summer camps or programs that would impact project duration? Please confirm summer break is from 6/6/2020 to approximately 8/16/2020?

A: No

Q: What is the district looking for most by augmenting their team with the leadership of a professional O.R./project management firm?

A: By augmenting the team with the leadership of a professional Owner's Representative, the District is looking for the following:

- Help District 113 establish project needs and guiding principles.
- Represent the needs of the administration, the Board of Education, and building staff, as well as help prioritize the needs of the District.
- Review design drawings for conformance with design guidelines and budget.
- Challenge the Architect and Construction Manager to explore multiple solutions and cost options to meet the needs of the District.
- Make sure the District understands the scope, budget, and risks at each phase of design.

Q: Has the District prepared a milestone schedule for each of the projects that can be shared with prospective bidders?

A: A preliminary milestone schedule has been established, however, approval of the schedule is contingent on Board approval for projects. Suffice it to say that the summer 2020 design work is anticipated to be complete and bid by the end of the year with construction commencing upon completion of the 2019-2020 school year.

Q: Did the District retain an Owner's Representative for the last major capital project completed in 2017? Is so, can you provide the name of the Owner's Representative firm?

A: The District did not retain an Owner's Representative for the last major capital project completed in 2017.

Q: Would the District consider extending the submission deadline?

A: No

Q: What information technology/software platforms is the District currently utilizing, if any?

A: The District uses a proprietary, web-based facilities assessment portal for continued updating of facilities conditions.

