



1250 Portland Avenue • Chicago Heights, IL 60411
Please submit responses via email only to:
rflaming@bethelfacility.org
Please submit by: April 13, 2018
Please put YB Construction Manager in subject line of email.

REQUEST FOR QUOTE

PROJECT: YOUTHBUILD CONSTRUCTION MANAGER

Proposals submitted after the due date will not be considered. Bidders accept all risk of late delivery or spam delivery submittals regardless of fault.

Bethel Family Resource Center (BFRC) reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate Bethel Family Resource Center to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not obligate BFRC to accept or contract for any expressed or implied services.

<u>Request for Quotes Information:</u> RFQ Number: RFQ YB2017CM RFQ Name: YouthBuild Construction Manager Date Issued: April 1, 2018 Contact Person: Raymond Fleming Contact Person Phone: 1-815-909-6835 Contact Person Email: rflaming@bethelfacility.org	<u>Submittal Information:</u> Email Address for Submittal: rflaming@bethelfacility.org Accepted Until: April 13, 2018 4:00pm CST Please put "YB Construction Manager" in subject line of email
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GENERAL INFORMATION

PURPOSE/BACKGROUND: Bethel Family Resource Center has been awarded a 3-year grant from the U.S. Department of Labor's Employment and Training Administration. Funds will be used for construction-related education, occupational skills training, and job placement opportunities for 16-24 year olds from neighborhoods in Chicago Heights with high poverty rates and youth unemployment. Participants will build affordable homes for low-income families during the training.

SCOPE OF WORK

We are seeking a construction manager for our YouthBuild program to manage the renovation, rehabilitation, or construction of affordable housing units and the on-site construction training of young people, including the supervision of the construction trainers or crew leaders. This will be accomplished in two cohorts (35 week each) over the course of two years.

For each cohort, contractors must be able to perform the following duties:

1. Develop detailed construction plan and schedule.
2. Coordinate and monitor the progress and quality of work.
3. Develop construction budget and monitor costs.
4. Define weekly work assignments and priorities for construction trainers

- and trainees.
5. Provide oversight of the on-site construction training by:
 - a. ensuring that trainees get consistent and adequate skills training;
 - b. helping to set standards for appropriate behavior and ways to
 - c. handle problems on the construction site; and
 - d. ensuring work-site safety, learning of safety procedures, and proper construction techniques.
 6. Supervise and evaluate the construction trainers.
 7. Identify private contractors or developers who might be interested in collaborative partnerships with YouthBuild and willing to work with young people as construction trainees.
 8. Keep the Project Manager informed of the progress, problems, and needs of the onsite construction work and training.
 9. Assist in the development of job opportunities for trainees in conjunction with other members of YouthBuild, and where appropriate, help trainees set career goals.
 10. Negotiate with unions, contractors, or other individuals on construction related matters.
 11. Assess potential construction sites.
 12. Become Familiar with HUD YouthBuild Program Manual
 13. Support the leadership development and counseling goals of the program through appropriate site activities and processes.
 14. Be responsible for overall safety enforcement.
 15. Develop and supervise the safety committee.
 16. Assist in personal and vocational counseling and development of trainee's leadership skills in conjunction with other YouthBuild staff.
 17. Assist in the evaluation of student knowledge and skills in construction. Participate in the development of project –based curriculum that includes construction.
 18. Maintain accurate files documenting the construction projects for each cohort. Implement and accurately maintain a system to track student's progress and assess their skills and abilities.
 19. Maintain accurate inventory of all tools, supplies, and equipment.
 20. Ensure the van receives timely maintenance and maintain the upkeep.
 21. Attend all staff meetings and coordinate individual plans with other YouthBuild staff.
 22. Serve as a mentor to YouthBuild trainees each program cycle.

QUALIFICATIONS

1. Contractor's license
2. Demonstrated experience in construction management.
3. Ability to work in an enthusiastic and encouraging way with young people who have not completed high school.
4. Understanding of the issues facing young people who have not completed high school.
5. Experience or interest in training young people in the building trades and a strong commitment to helping young people succeed in an innovative training program to reorient their lives and promote leadership skills.
6. Experience in supervising and training staff.
7. Ability to work as part of a team.
8. Strong communication skills.

9. Positive relationships with local trade unions

MINIMUM REQUIREMENTS

1. Experience managing construction projects.
2. References from clients or architects on projects meeting criteria
3. Proven documented ability to adhere to project budgets and schedules.
4. A valid contractor's license to perform all work associated with the construction of facilities.
5. References: Contractors shall submit reference information on completed projects that meet the minimum qualifications. Projects should be of a similar type.

REFERENCES

At least 3 references are required. For each reference, the contractor shall provide the following information:

Project Name: Name of the project.

Contact Name: Person who will be able to answer any customer satisfaction questions.

Phone Number: Phone number of the contact we will be surveying.

Date Completed: Date of substantial completion.

Address: Street, City and state where work was performed.

Size: Size of the project in square feet and dollar amount.

Duration: Duration of the project/construction in months.

Type: Type of Project (i.e., single family homes, Recreation Center, School, Offices, Warehouse, etc.)

PROPOSAL SCHEDULE

The successful contractor must review and familiarize themselves with the project schedule at it pertains to the YouthBuild Grant Statement of Work.

INSURANCE

The contractor shall provide certificate of insurance.

SELECTION COMMITTEE

The selection committee will be composed of the YB Project Manager, YB Fiscal Manager and BFRC Program Director, President and/or CEO. The evaluation will be made using the selection criteria listed below:

SELECTION CRITERIA

The following criteria will be used in ranking each of the Contractors. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal.

- A. **Cost: (40 points)** The Contractor's Fee Proposal will be considered with all other criteria to determine the best value to the project. Submit in separate, sealed envelope.
- B. **References: (20 points)** Each contractor will be evaluated on the past performance of similar projects.
- C. **Strength of Contractor (40 points)** Based on the statements of qualifications, the selection team shall evaluate the expertise and experience of the contractor as it relates to this project in size, complexity, quality and duration.

CONTRACT AGREEMENT

The award of the YouthBuild Contractor Agreement shall be in accordance with the criteria set forth in the RFQ. BFRC intends to enter into an agreement with the selected Contractor to oversee the project as outlined in the RFQ. Individual contractors and alliances between two or more contractors are allowed in this process. However, BFRC will contract with only one legal entity.

RFQ REQUIREMENTS:

1. Provide and outline of your construction experience.
 - a. Number of years in business
 - b. A list of successfully completed construction projects
 - c. Examples of construction projects completed (i.e. Photos of work)
2. Description of experience teaching construction skills
3. A minimum of three references (see reference section)
4. Submit Fee Proposal (ATTACHMENT A)
 - a. Fees are based on 20 hours per week for a total of 70 weeks (35 weeks each cohort) over a two year period
 - b. Hours will be performed each Tuesday, Wednesday, Thursday and every other Saturday

Attachment A

FEE PROPOSAL FORM

NAME OF PROPOSER: _____ DATE: _____

Bethel Family Resource Center
1250 Portland Avenue
Chicago Heights, IL 60411

The undersigned, responsive to Bethel Family Resource Center’s RFP #YB2017CM, “Request for Quotes to serve as the Construction Manager for the YouthBuild Program,” proposes fees at the prices stated below. These listed fees and costs are to cover all expenses incurred in performing the services as outlined in our RFQ of which this proposal is a part. Fees are based on 20 hours per week for a total of 70 weeks (35 weeks each cohort) over a two year period. Furthermore, said hours will be performed each Tuesday, Wednesday, Thursday and every other Saturday that training for youth is offered.

Construction Manager Services Fee: For all work performed during the construction training phases of the YouthBuild Project, I/We agree to perform services at the following hourly rate—not to exceed 35 weeks each cohort.

_____ DOLLARS PER HOUR (\$ _____)

(In case of discrepancy, written amount shall govern)

This quote shall be good for 45 days after bid submission.

The undersigned Contractor’s License Number for Illinois is: _____

Type of Organization: _____
(Corporation, Partnership, Individual, etc.)

Respectfully submitted,

Name of Proposer: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____