

Owner's Representative Services Questions:

- ***Submittal Requirement number 8: "List all public sector Owner's Representative Projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person." Can the District clarify what specific pieces of information the respondent should include for estimated value and contact person?***

The estimated value should be defined as the scope of work / construction dollars and not the value of the owner's representative fees. Contact person should be defined as someone we could call for a reference check. This might be a Village Manager, School District CFO, or similar position.

- ***Compensation: In the Compensation section, the second bullet under the Professional Fee section reads, "Should be stated as a fixed fee based on the anticipated cost of work and proposed schedule." Does the District want the respondent to provide a single value, or would they like the value broken down in some manner?***

At this time, we only need a single value. If the firm feels it adds value to their proposal to break down or explain the total fee, that is also appropriate.

- ***Compensation: In the Compensation section, bullet b Staff Hourly Rates section reads, "List all staff hourly rates for the project duration." Does the District want a blended rate (i.e. 2023-2026) for each position or a rate for each year by position?***

The rates cannot be increased after initial submission. Thus, for example, if the firm needs to take into account staff salary increases, they should include them now. Whether they are posted as a blended rate or an increasing rate for each year does not matter to us.

- ***Compensation: In the Compensation section, bullet c Staff / Firm Monthly Rates reads, "should schedule exceed beyond current planned duration." Can the District clarify if this is the monthly rate should the schedule extend past the summer of 2026, or the monthly rate for the summer of 2027 if there are remaining elementary school projects to complete?***

Identify the monthly rate should the schedule extend past the summer of 2026, recognizing that physical construction within the schools can only occur during summer. Thus, substantially delayed work would have to occur in summer of 2027. Other project closeouts related to construction in summer of 2026 should already be included in the fee.

- ***Pre-Construction Phase Services: Bullet 4 under Pre-Construction Phase Services references Owner’s disadvantaged business enterprise (DBE) goals. Are there DBE goals associated with this RFQ?***

There are currently no identified DBE goals associated with the project.

- ***Does Board Policy 4:60 (“Purchases and Contracts”), and its prohibition on purchases or contracts “made or entered as a result of favoritism”, preclude an entity that employs someone who serves on a Standing Board Committee, Special Board Committee, Strategic Plan Working Group and/or Task Force from receiving an award of the contract contemplated in this RFQ?***

Board Policy 4:60 does not preclude an entity that employs someone who serves on a Standing Board Committee, Special Board Committee, Strategic Plan Working Group and/or Task Force of the District, from receiving an award of the contract contemplated in this RFQ. Nonetheless, in order to provide full transparency to the community and the Board of Education, all proposals should include a statement of any connections that the entity or its employees have with the District.