

# **REQUEST FOR QUALIFICATIONS**

## **Construction Management Services**

### **PURPOSE**

The Milton Township Board of Trustees is issuing this Request for Qualifications (RFQ) to solicit proposals from qualified individuals or firms to assist Milton Township with the planned remodeling of its Township Building, 1492 N. Main Street, Wheaton, Illinois 60187 by providing professional services as the Construction Manager, working with the Nicholas Design Group, Ltd., the architect which has been selected for this project.

Individuals or firms that are found to be qualified will be subject to personal interviews with the Milton Township Board, or its designated representatives.

### **REQUEST**

Qualified individuals or firms are invited to submit a statement of qualifications describing their ability to carry out the activities below. In your statement, each of the following items *must* be addressed:

1. The individual or firm's general qualifications, including specific qualifications that would make the firm especially suited for this project.
2. A sample of projects in which you or the firm has served as Construction Manager, including:
  - a. Specific work involved
  - b. Year completed
  - c. Estimated cost and Actual cost of project
  - d. How long each project took to complete
3. Names and resumes of persons, individually, or within the firm, expected to work on the project and the role each would perform.
4. Discussion of your, or your Firm's, approach to Construction Management.
5. Discussion of your, or your Firm's, experience providing construction management services on a renovation project.

### **ADDITIONAL REQUIREMENTS**

The engineer serving as Construction Manager must be licensed in the State of Illinois.

### **SELECTION CRITERIA**

Individuals or firms will be selected based on the materials submitted in response to this RFQ, as well as based on possible interviews.

### **TIME IS OF THE ESSENCE**

Three copies of your response to this RFQ must be personally delivered, or tendered via U.S. Mail, bearing a post mark date, no later than June 30, 2010 to:

Milton Township Clerk  
1492 N. Main Street  
Wheaton, Illinois 60187

Your submittal should be provided in a sealed envelop, bearing the caption: "Construction Manager RFQ."

Architectural plans for the project are available on the Milton Township website: [www.twp.milton.il.us](http://www.twp.milton.il.us).