

**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGEMENT SERVICES  
City of Mt. Vernon, IL**

**Date: June 3, 2025**

The **City Council of Mt. Vernon, Illinois**, is requesting Qualifications from qualified firms to provide comprehensive Construction Management Services to assist the City in building and equipping an **Indoor Recreation Facility**.

**This RFQ is not an Invitation for Bid.** Responses will be evaluated based on the relative merits of the Request. There will be no public opening and reading of responses received pursuant to this request.

All questions, requests, or correspondence regarding this RFQ shall be directed in writing to:

Nathan McKenna, City Manager

1100 Main St.  
PO Box 1708  
Mt. Vernon, IL 62864

Nathan.mckenna@mtvernon.com

**Respondents are prohibited from contacting any person or entity affiliated with City of Mt. Vernon** on the project other than the individual listed herein or risk disqualification by doing so. Requests for meetings will be respectfully declined.

**General Information**

Respondents are advised to review all sections of this RFQ carefully and to follow instructions completely. Failure to make a complete submission as described elsewhere herein may result in rejection of your submittal. Responses that depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being 'non-responsive.' All responses to questions, or changes in this RFQ, shall be issued in writing as an addendum.

**General Terms and Conditions**

All costs associated with developing or submitting a response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The City of Mt. Vernon assumes no responsibility for these costs. This RFQ does not commit the City to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit the City to enter into a contract. The City reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The City reserves the right to waive informalities and irregularities in the responses received. The City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

The Contract, if awarded, will be awarded to the Respondent(s) whose submittal is deemed

most advantageous to the City, as determined by the selection committee, upon approval of the City Council of the City of Mt. Vernon.

The City reserves the right to contact any Respondent for clarification, interviews, or to negotiate if such is deemed desirable by the City.

The purpose of this Request for Qualifications is to identify an experienced CM firm with the best combination of qualifications and services, to develop the program efficiently and effectively with respect to time and cost.

### **Project Description**

The new Mt. Vernon Indoor Recreational Facility is anticipated to be an indoor recreation center that will likely feature a gymnasium, a running/walking track, a weight/cardio room, an aerobic/dance room, community meeting room(s), and support spaces. The aquatic features will include a recreational pool with lap lanes, an activity channel, a splash pad, and some deep-water areas for swimming lessons and aquatic exercise classes. The City of Mt. Vernon has estimated the total project cost to be approximately \$26,000,000.

### **Scope of Services**

Provide CM Services as summarized in the American Institute of Architects Document **AIA C132 (CMa)** for the Construction Manager as Advisor **or A133 (CMc)** for the Construction Manager as Constructor.

### **Qualifications Submission**

Please submit **five (5)** printed copies and one electronic PDF format copy of the completed qualifications to:

City of Mt. Vernon  
Attn: Nathan McKenna, City Manager  
1100 Main St.  
PO Box 1708  
Mt. Vernon, IL 62864

Submittals should be prepared in standard 8-1/2 x 11 format. Provide table of contents page and tabbed divider pages. Telephone, facsimile, or email responses are not acceptable. **Submittals are due no later than 10:00 a.m. on June 27, 2025.** Timely delivery is at the risk of the Respondent.

### **Qualifications Content**

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. Responses must include the following in the order provided.

#### **1. Letter of Transmittal**

- A letter of transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this request. The letter must contain a commitment to provide both the services described herein and the personnel necessary to complete the assignment.

#### **2. Section One - Executive Summary**

- The executive summary is intended to highlight the contents of the response and to provide the City's selection team with a broad understanding of the Respondent's technical approach and ability.

### **3. Section Two - Company Overview**

- Provide the name of the firm and the location of all its offices. Indicate the principal place of business, the telephone number, and the office which will be managing the project.
- The number of years the firm has been in business under the present name, and the number of years the firm has provided Construction Management services.
- Submit your firm's financial references with contact name, address, and phone number.
- Indicate if your firm is owned or partially owned by any other organization or individuals. If so, explain the ownership structure and state the name and address of said organization or individuals.
- State the current bonding capacity of your firm.
- List your firm's safety record (incident rates and experience modification rates) for the last five (5) years.
- List any current or concluded litigation involving your company within the past five (5) years.

### **4. Section Three - Project Team**

- Depict your firm's proposed project organization for this project. Provide resumes including names, education, training, and qualifications of the proposed Principal-in-Charge, Preconstruction Manager, Project Manager, and Construction Superintendent for this Project.
- Describe experience in relevant projects for each of the proposed Project Team Members.

### **5. Section Four - Project Experience**

- Provide a summary of five (5) Construction Management projects that your company is presently working on or has completed within the last three (3) years. Indicate the size and scope of the project described, including a brief description, year of completion, project cost, and client reference name, address, and phone number.

### **6. Section Five - Project Approach**

- Describe how your firm would approach this project. Detail any unique qualifications, technical capabilities, or characteristics that would specifically qualify your firm for this project.
- State how you will assign tasks/responsibilities and monitor job progress.
- Explain how your firm achieves quality control on projects.
- Explain your methods of budgeting and scheduling that your firm controls during the design (preconstruction) and planning phases.
- Describe how your firm will integrate occupancy and warranty assistance with the Owner.
- Explain how your firm can control and save costs on this project.
- Explain how your firm provides project estimates, and in what phases of design the estimates are provided.
- Describe what you have done on past projects to encourage local trade contractor participation.

### **Evaluation and Selection**

The City will conduct a comprehensive evaluation of all submittal responses. Each response will be analyzed to determine overall responsiveness and qualifications. The City's selection

committee may select all, some, or none of the respondents for interviews. If the City elects to conduct interviews, respondents will be interviewed and scored based upon criteria to be determined by the City.

Each of the submittals will be evaluated to determine the best-qualified respondent for the project. The City will enter negotiations with the selected respondent and execute a contract upon completion of the negotiation of fees and contract terms for final approval. If the City and selected respondent are unsuccessful in negotiating a contract, the City may then select the next qualified respondent and negotiate contracts until a contract is executed.