

## **REQUEST FOR QUALIFICATIONS**

### **Construction Manager as Advisor Services City of Columbia, Illinois Municipal Complex**

**January 12, 2026**

#### **Services Overview**

Quadrant Design has been retained by the City of Columbia, Illinois, to design and provide A/E services for a new Municipal Complex at property bounded by DD Road / Eleven South Drive, Old Bluff Road, and Sand Bank Road. An existing office building (former call center) at 11800 Old Bluff Road, completed in 2020, will be renovated to serve as City Hall. A one-story 9,450 sq. ft. addition to the three-story, 35,000 sq. ft. building will contain the Columbia Police Station and 911 Dispatch Facility. The Columbia EMS Service will move into a newly constructed 8,400 sq. ft. facility at the north end of this parcel along DD Road.

**This RFQ is not an Invitation for Bid.** There will be no public opening or reading of responses received pursuant to this request. Responses will be evaluated on the basis of several factors represented by the firm's response to this RFQ.

#### **Qualifications Submission**

RFQ Submittals are due no later than 1:00 pm on Wednesday, January 28, 2026.

Douglas Brimm, City Administrator  
Columbia City Hall  
208 South Rapp Avenue  
Columbia, Illinois 62236

Please submit two (2) bound copies and one electronic PDF format copy (on USB thumb drive or CD-ROM) of the completed response in a sealed envelope or container addressed as listed above.

Submittals should be prepared as standard 8-1/2" x 11" letter size and shall be limited to 50 pages. Front and back covers, table of contents pages and any divider pages will not be counted if they do not contain submittal information. The information should be submitted in a double sided, readable, and/or bound in a book format.

Each submission must be delivered by the due date and time; documents received after the established deadline will not be considered. Respondents are solely responsible for the loss, non-delivery, or physical condition of documents sent by postal or courier/parcel service. Each firm is responsible for the full cost and expense of their submission. Email or fax submittals will not be accepted.

#### **Tentative Selection Schedule**

CM Request for Qualifications Issued	January 12, 2026
Request for Qualifications Advertised	January 14, 2026
End of Question Period	1:00 pm Monday, January 26, 2026
Submittals Due	1:00 pm Weds, January 28, 2026
Owner to Review Submittals & Negotiate Contract	through February 12, 2026

#### **Respondent Questions & Addenda**

The City of Columbia reserves the right to make clarifications, corrections, or changes to this RFQ at any time prior to receipt of proposals. Columbia has selected Quadrant Design, Inc. as the architect for this project. All questions, requests, or correspondence shall be directed to Mike Schneider at Quadrant Design, Inc. ([mschneider@quadrantdesign.com](mailto:mschneider@quadrantdesign.com) or 618.939.0606).

Any responses to questions and any changes to this RFQ, will be issued in writing as an addendum. Firms intending to submit a response to this RFQ should register with the Architect to be included on the addendum distribution list. Verbal or other clarifications not included in the Addenda are invalid and are non-binding. Elected officials and staff of City of Columbia are not familiar with all requirements of the RFQ.

**Do not contact City of Columbia staff or elected officials** with questions about the RFQ requirements or project scope of work. Firms who do so may be disqualified from consideration. Requests for project site meetings will be respectfully declined.

### **General Information & Freedom of Information Act**

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 which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being 'non-responsive'.

Responses to this RFQ will be a public record and subject to disclosure, subject to applicable exemptions, under the Illinois Freedom of Information Act, 5 ILCS 140, et. Seq. ("Act") after the potential award of a contract. Firms are advised that Section 7(1) (g) of that Act exempts the following information from disclosure: Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged, or confidential, and that disclosure of the trade secrets or business, and only insofar as the claim directly applies to the records requested. Firms that desire to have portions of their proposals considered for this exemption should identify those portions accordingly.

### **General Terms and Conditions**

This RFQ does not commit the Owner to pay any costs incurred in response preparation or in anticipation of a contract. This RFQ does not commit the Owner to enter into a contract. The Owner reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The Owner reserves the right to waive informalities and irregularities in the responses received. The Owner 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 firm and/or team is deemed most advantageous to the Owner, as determined by the selection committee, upon approval of the City of Columbia City Council.

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

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

### **Project Information**

#### **Existing Building:**

The ground floor of 11800 Old Bluff Road will be renovated to contain public spaces needed in City Hall such as Council Chambers, Business Offices, and non-essential police functions.

There is no construction work anticipated on the Second Floor. This area will be developed under a future project.

The Third Floor will have limited construction needed. Existing offices will be assigned to departments and officials.

**First Floor Addition:**

The First Floor Addition will be an IBC Risk Category 4 structure with Police & Dispatch functions. The addition will be structurally independent from the original building.

Functions in the first-floor addition include a Public Lobby with connections to City Hall, Police Department offices, Locker Rooms, 9-1-1 Dispatch Office spaces, Police Department processing, Holding Cells, Interview Rooms, Data Center, and Evidence Processing. A drive-through Sallyport connects to the South and North parking lots. A Safe Room and Safe Baby Drop-Off space are located near the new south entrance.

The addition includes storm shelter construction around Dispatch, Detectives, Processing, and Holding Cell areas.

Since the addition must continue in full operation, even if the office functions are closed by weather event, services to the addition must not depend on infrastructure inside the office building for functionality:

1. An additional electric service will be located in the addition, not dependent upon existing service in City Hall.
2. A separate transfer switch and whole building generator will be needed unless the existing generator is oversized and can accommodate both buildings. Regardless, a separate transfer switch will be required.
3. The existing water service meter vault is immediately East of the addition. To the greatest degree possible, use the existing infrastructure outside the building footprint to serve both structures.
4. The existing sanitary sewer runs westward toward Old Bluff Road from the office building. The Police Department addition will connect to the same lateral or main along the West side of the property.
5. The existing office building utilizes VRF mechanical systems. Similar systems are anticipated in the new construction. Several different zones will be required, especially between "typical" staff areas and those normally occupied by officers wearing full uniforms, including vests.

**EMS Facility:**

6. The EMS facility will be constructed within the existing parking lot footprint at the North end of this property. Emergency vehicles will pass through the Equipment Bay from south to north, exiting onto Eleven South Drive.
7. The EMS Facility includes Offices, Training Room, Day Room & Kitchen, Fitness Room, six Bunk Rooms, three individual Restrooms with showers, Laundry Room, Med Storage space, and an Apparatus Bay for six vehicles.
8. The Training Room and Decon Room will be developed as a Storm Shelter required by IBC.
9. A covered patio will be developed East of the Day Room.
10. This structure is anticipated to be a slab on grade structure with overhead services. Structural systems could be light gauge steel framing and bar joists or wood framing and trusses but that has not been confirmed at this time.
11. Ameren is currently upgrading power and gas service to the area due to a new hotel

immediately North of this site. Sewer line runs along DD Road / Eleven South Drive and the water main will be extended from Old Bluff Road eastward to this site.

12. We anticipate fire sprinkler system in the EMS building. MEP systems will be developed with the consulting engineer and architect. Bunk Rooms will require their own thermostats and other spaces may also. Alarm systems will include tone notification of dispatch calls. Apparatus Bay will include heat tubes, power reels, floor drains, washing hoses, ventilation, compressed air lines, etc.

Quadrant Design is engaging consulting engineers as part of the overall A/E team.

Kreher Engineering – Structural

Case Engineering – MEP-FP

Millennia Professional Services – Civil and Survey

Geotechnical Engineer to be determined

Note: Quadrant Design, Millennia, & Kreher designed the existing 11800 building to be converted to City Hall. Quadrant Design has engineering submittals from the existing design-build MEP-FP systems in this building.

Construction work must comply with applicable laws, codes, and public procurement procedures including the payment of prevailing wages by all contractors working on public work projects and documentation via certified payroll forms. Construction contracts must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws.

A schematic diagram of the proposed project is included in this document. The Construction Manager chosen to team with the City of Columbia and Quadrant Design will help refine the project schedule to attain the best value for the Owner, aligning the proposed scope of work with the available funds and developing a construction activity sequence which maintains safety and effective operations at each site.

## **CM Scope of Services**

### **1. Pre-Construction Phase Services**

**Administration:** The construction manager (CM) shall attend and participate in all design phase team meetings once engaged. The CM shall prepare a site logistics and utilization plan for review by the Owner.

**Scheduling:** Develop a detailed master project schedule immediately upon award. This schedule should be developed using a computerized scheduling program to facilitate easy updates and adjustments. The schedule will include all phases and individually staged projects to achieve the final facility the work: program development, design, bidding, City Council approval of the contracts and all construction activities through close out of the project.

- Provide a sample work product of the schedule in the proposal.

**Critical Path Items:** At each stage of project development, identify “long lead” or other items difficult to obtain in current procurement environment. Plan for these items to maintain uncompromised project schedule.

**Cost Estimating:** The CM shall provide the following cost estimates:

100% Schematic Design Drawings

100% Design Development Document

50% & 75% Construction Documents

- Include a listing of allowance items including non-construction items (like

- furniture) needed for a complete facility in each estimate.
- Provide a sample work product of the estimate in the proposal

**Design Consultation, Document & Constructability Review:** Review questions regarding economic and constructability of various details and systems as asked by the design team and observed by the CM staff during review of progress design drawings.

## **2. Bid and Permit Phase Services:**

**Bid Packages:** Create bid package descriptions and bid forms from one set of drawings as needed to create multiple prime contracts to lead to a cohesive complete project construction cost. Repeat this process if required for multiple projects to complete the overall work. The Construction Manager shall act as the Coordinating Contractor, even if they do not self-perform construction activities.

**Solicit Bids:** Assist the Owner in publicly advertising and soliciting competitive bids from qualified fixed price proposals for work. Directly contact potential bidders and confirm multiple bids will be received. Attend a public bid opening at City Hall for each bid package. If there are less than three bids received for any package, do not open bids for that package; repeat solicitation with new bid date.

**Evaluate Bids:** Assist the Owner and Architect in identifying the lowest qualified proposals. Recommend a full slate of firms needed to accomplish the scope of work. If value engineering is required to maintain project budgets, identify options and work with the Owner, Architect, and bidders to bring the project scope back to an affordable level.

**Prepare Contracts for Construction:** Quadrant Design will provide AIA standard forms of Agreement for the CM to complete with project data. City of Columbia will execute contracts for each bid package.

## **3. Construction Phase Services:**

**General Administration:** Maintain a competent full-time field staff of sufficient size to administer the work of the project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. Throughout construction activity, conduct MEP coordination meetings as necessary to facilitate effective placement of system components and avoid field conflicts. Maintain a construction site office inside the existing building for meetings and project administration tasks throughout the project. Contractor, may at their expense choose to use a mobile office trailer for this use.

**Periodic Site Clean Up:** Provide staff to clean debris from the project site on a regular basis to maintain safe and efficient construction site and adjacent outdoor spaces. Include service to final cleanup project area upon date(s) of substantial completion.

**Reporting/Communication:** Prepare and distribute weekly detailed project reports updating the Owner with cost, schedule, safety, quality, and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress.

Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals, and all other project information.

Hold weekly informational meetings with the Architect and Owner's personnel to provide

with an overall update of the project progress.

**Project Accounting:** On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests and collect waivers from trade contractors and suppliers. Review, negotiate, and recommend action regarding all trade contractor change order

requests prior to submission to Architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds and insurance certificates from all contractors and suppliers with copies forwarded to the Owner via Architect. Include Lien Waivers and Certified Payroll documentation for Owner's records each pay period.

**Requests for Information/Submittals:** Review and forward to the Architect and/or Owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating the current status of each. If this information is managed by a proprietary software package, provide access to the design team to the site and provide archive copies of all documents and correspondence from the website upon Substantial Completion to the Owner and Architect.

**Permits/Inspections:** Secure all necessary local, state, and federal building permits, inspections, and certificates of occupancy for the new and renovated facilities. Assist the Owner in obtaining approvals from other authorities having jurisdiction.

**Self-Performance:** The Owner encourages the CM to submit sealed bids for as many bid packages as they are qualified. Teams performing construction manager services should not be engaged in self-performed construction work.

**O & M Manuals/As-Built:** Prepare and turn over all O & M manuals for all equipment to the Owner. Throughout the project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.

**Training/Start Up:** Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

**Warranty:** Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies or same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.

Construction Manager's base scope of services includes follow up of all contracts until punch list items are complete. It also includes managing callbacks for warranty items.

### **Qualifications Submittal 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 Owner's selection team with a broad understanding of the Respondent's technical approach and ability.

**3. Section Two - Company Overview**

- Provide 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 managed construction 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.
- Define the insurance coverage 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 Government projects for each of the proposed Project Team Members.

**5. Section Four - Project Experience**

- Provide a summary of five (5) similar projects which your company is currently working on or has completed within the last six (6) 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 task/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 preconstruction (design) 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. Provide examples, if possible.
- Explain how your firm creates and provides project estimates, and in what phases of design you would recommend estimates be prepared.

- Describe what you have done on past projects to encourage local contractor and disadvantaged business participation.
- Describe any actual construction work that the firm self-performs on projects where you are also the advising Construction Manager.

## **7. Section Six – Fee Structure**

- The Construction Manager shall describe how their Service Fees are typically structured. This general information should be included in the RFQ response. The City of Columbia wishes to structure an agreement for CMA services which includes as many expenses that can be estimated or anticipated as possible:
  - a) Staff Hourly Rates – List ranges for project roles
  - b) Typical General Conditions Cost Structure
  - c) How Professional Fees are calculated
  - d) Insurance Rates to be applied to this project
  - e) Expenses typically addressed as reimbursable expenses – those that cannot be estimated or predicted.
  - f) Other miscellaneous fees or costs the Owner should anticipate.

### **Qualifications Evaluation and Selection:**

The Owner will conduct a comprehensive evaluation of all submittal responses. Each response will be analyzed to determine overall responsiveness and qualifications. The Owner's Selection Committee may select all, some, or none of the respondents for interviews.

The Owner may make their decision based on the submitted qualifications or they may choose to interview more than one firm to better understand the advantages each firm could bring to the project. If the Owner elects to conduct interviews, respondents will be interviewed and scored based upon criteria to be determined by the Owner.

The City of Columbia will determine the best qualified respondent for this project. The Owner will enter negotiations with the selected respondent and execute a contract upon completion of negotiation of fees and contract terms for final approval. If the Owner and selected respondent are unsuccessful in negotiating a contract, the Owner may then select the next qualified respondent and negotiate contracts until an agreement is executed.

### **Fee Proposal:**

Upon selection of a Construction Manager firm for negotiation, the City of Columbia will seek a fee proposal from that firm within 48 hours of notification. Do not submit fees with RFQ response. The City of Columbia seeks to identify and agree upon many expenses that can be anticipated.

1. Preconstruction Services: Fixed Amount
2. Bid & Permit Phase Services: Fixed Amount
3. Construction Phase Services:
  - a. Fixed Amount for the construction phase timeframe predicted by the CMA.
  - b. Fixed monthly amount to extend construction phase services.

#### **Fees listed above shall include the following:**

- a. All project administration and support staff necessary to carry out the project, whether they be based in a remote office or at the project site. This includes Project Managers, Project Engineers, Estimators, General Superintendent, Quality Assurance staff, Safety Staff, Accountants, Clerical Staff, etc.
- b. Fees should include vehicle expenses used by CM staff to attend meetings, visit the project site, and carry out task regularly required to complete the project.
- c. Fees should include insurance expenses, plan room fees, professional association or



registration fees, and other overhead expenses.

- d. Fees should include routine expenses such as photocopies, drinking water, cell phone usage, etc.

Reimbursable Expenses

- e. The Owner will provide temporary utility charges but the CM should include connection of their temporary trailer, etc., to those utilities in the base fee.
- f. The Owner will pay temporary toilet facility charges, temporary barricades, and safety fencing. The CM will schedule their delivery and maintenance.
- g. The Owner will pay dumpster fees. The CM will schedule their delivery and pickup.
- h. The Owner will pay for creation of temporary directional signage when needed. CM will determine need, get proposal, and forward to Owner.
- i. List other expenses not addressed above which the firm would propose as reimbursables.

**END OF CONSTRUCTION MANAGER RFQ**