Request for Proposals
for
CBHC Affordable Housing Project

Comprehensive Behavioral Health Center of St. Clair County, Inc.
508 South Eighth Street
East St. Louis, Illinois 62201

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PROJECT INTRODUCTION

Project Name: CBHC Affordable Housing Project

Comprehensive Behavioral Health Center of St. Clair County, Inc. (CBHC), the Owner, is soliciting and accepting Statements of Qualification and Proposal from interested and qualified firms for providing design-build construction services for the CBHC Affordable Housing Project (hereafter referred to as the PROJECT). The funding of this project is supplied by St. Clair County, Illinois, and is subject to Uniform Guidance regulations, particularly those found in 2 CFR 200.

All interested and qualified firms are invited to the site for a pre-bid meeting and walk-thru with the Owner's Representative (OR) on April 2, 2025 at 1:00 PM, Central Daylight Savings Time. Interested firms may coordinate additional visits to the site with the OR as needed prior to the deadline for submission of proposals.

1.1 Scope

In accordance with the terms and conditions of the CONTRACT, the Design-Build Contractor (DBC) shall perform the work of this PROJECT for CBHC as described below.

The DBC Team is responsible for providing all design and construction services required for the PROJECT inclusive of, but not limited to, the following: architectural, electrical, structural, mechanical, plumbing, and any other required specialty.

There are three existing buildings at the site. Two of the buildings are not a part of the scope of the PROJECT. Clients will be served at those two buildings at the same time as the PROJECT is ongoing. The two buildings that are not part of the project are named the Luebben Center and the Jobe Center.

The address of the Luebben Center is 9406 Lebanon Road. The address of the Jobe Center is 9404 Lebanon Road. The third building, which is included in the scope of the PROJECT, is named the Admin building. The address of the Admin building is 9400 Lebanon Road. When entering the site from Lebanon Road, the Admin building is the first building on the right. Work must be done at the Admin building with minimal disruption to client service at the Luebben and Jobe Centers.

1.2 Location

This PROJECT is located at 9400 Lebanon Road, East St. Louis, Illinois 62203.

1.3 Description

This PROJECT is for the design and construction of a building to provide affordable housing for 16 individuals who are previously homeless and who are also disabled by either mental illness, substance use disorder, or both.

The PROJECT will be conducted at the Admin building. The Admin building could be demolished, or partially demolished, or re-used entirely for cost-effectiveness. The 16 units could be in a single building or more than one building. The building(s) could be one-story or more than one story.

Residents will be previously homeless individuals with mental disabilities or substance use disorder or both.

a. The nature of the disabilities is such that the residents do not need 24/7 supervision and are capable of living independently
b. Residents will be ambulatory and can evacuate themselves without physical assistance in case of fire or another emergency

1.4 Deadlines

a. 3/24/2025 RFP Issued
b. 4/02/2025 Pre-bid Meeting and Site Walk-Thru
c. 4/21/2025 Statements of Qualification and Proposal Due
d. 4/28/2025 Notification of Proposal Acceptance
e. 5/29/2026 Project Complete, Any Punch List Deficiencies Corrected

1.5 Schedule

Please provide your anticipated schedule for the following:

Kickoff – Scoping Meeting
30% Design Review
100% Final Design Plans / Construction Documents
100% Design Review and Pre- Construction Meeting
Permitting
Construction
As Built Drawings

All DB Design Development, DB Construction Documents, and As-Constructed Drawings shall be submitted to the OR.

1.6 Information

CBHC Points of Contact

Joseph Harper
Executive Director
618-482-7330

Brian Stewart
Chief Operating Officer
Owner's Representative
618-482-7630
bstewart@cbhc1.org

LT Nash
Building Manager

618-482-7633
lnash@cbhc1.org

2.0 PROJECT REQUIREMENTS

2.1 General Requirements

2.1.1 Scope of Work and Project Summary/Requirements

This PROJECT is for the design and construction of a building to provide affordable housing for 16 individuals who are previously homeless and who are also disabled by mental illness, substance use disorder, or both.

The result of the project will be 16, efficiency-type apartments. Each unit must meet the following requirements:

a. Bedroom, bathroom, kitchenette, clothes washer/dryer
b. Self-contained units to help stop the spread of COVID-19 or other infectious diseases
c. Units for one-person occupancy
d. Units do not have individual, private entrances / exits. Entry and exit are made through a central, monitored location. Other fire exits as needed to comply with all codes.

Apartments should include functional and durable building materials that are easy to clean and maintain

a. Do not need high-end features such as granite countertops or luxury appliances

In addition to 16 residential units, the PROJECT will include the following:

a. Office space for two people w/ bathroom and break room
b. Small private meeting room
c. A community space for group meetings of 16 residents and staff

Other Requirements:

a. Security cameras in common areas and outside the building with monitoring equipment in the staff area. Current vendor at the site is ABF security, another vendor could be used.
b. Security lighting outside the building.
c. Evaluate whether existing parking is sufficient for clients and staff. Add additional parking if required.
d. Evaluate whether existing lift station is sufficient. Add additional capability if required.
e. Maintain existing capability with only minimal interruption for fiber-optic cable for all buildings on the site. Currently cable comes into this building and then runs back out underground to two other buildings at the same site.
f. Maintain existing capability with only minimal interruption for electric service for all buildings on the site. Currently lines come into this building and then run back out underground to two other buildings at the same site.
g. Furnish with durable and easy to maintain kitchen appliances, refrigerator/freezer, as well as clothes washers and dryers.
h. All appliances and HVAC equipment to be electric, no gas appliances.
i. Ability to separately meter residential units for electric, internet, etc.

j. Work must conform to all relevant codes to include the Life Safety Code.
k. Work must conform to current ADA standards.
l. Accommodate postal mailing to each of 16 separate units as well as the office space.

Amenities if the budget will allow:

a. A building design which reflects and is sympathetic to the other two buildings at the same site.
b. Emergency backup generator.
c. Badge access control for external building entry.

DBC is responsible for obtaining and procuring all building permits, surveying, plan reviews, and other needed documents and services.

DBC is responsible to ensure all work is compliant with all applicable codes. All work must be compliant with ADA requirements where needed.

The expectation is this project will be turnkey with all costs included. The scope of services should include:

1. Communication with the OR and St. Clair County staff as needed. Any meetings can be a combination of in-person and virtual conferences.
2. Strict adherence to the project schedule
3. Provide options for meeting identified needs
4. Develop a conceptual design and cost estimates for the proposed facility. Develop schematic design drawings to a level sufficient for establishing overall project cost and budget.
5. Analyze the ongoing costs to operate and maintain the concept facility
6. Any other component suggested by the DBC for the best project outcomes

2.1.2 Progress Payments

Design Phase - Progress payments during the design phase of the work will be based on the submission, review, and acceptance of design deliverables.

Construction Phase - Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment.

All progress payments during the construction phase must be for the services performed through the last day of the preceding month.

Title Company – A Title Company will be identified to issue progress payments to the DBC. The DBC must submit documentation to substantiate payments as required by the Title Company.

2.1.3 Scoping Meeting

After the award of the contract and acceptance of the required insurance and bonds, CBHC will arrange a kickoff scoping meeting with the DBC. The meeting agenda shall include the following as a minimum:
Review and emphasize the needs and design objectives of the project
Design schedule (provide a minimum of two hard copies and one electronic).

Note: No portion of the work can begin construction until 100% Complete DB Construction Documents are approved for that portion and any other portion of the work that may be affected by it.

2.1.4 Preconstruction Meeting

After 100% Complete DB Construction Documents are approved (or completed portions of DBCDs necessary for fast-tracking the project), and prior to the start of construction, CBHC will arrange an on-site Preconstruction meeting with the DBC. At the meeting, the DBC will provide the following as a minimum:
Letter designating your Project Superintendent
Project Schedule with construction portion fully developed
A list of subcontractors for this project (must be same as in your proposal)
Waste Management Plan
Quality Control Plan
Correspondence procedures
Roles and responsibilities
Progress Payments
Submittal process
Construction schedule **Note**: No portion of the construction can begin until 100% Complete DB Construction Documents are approved for that portion and any other portion of the work that may be affected by it.

2.2 Design Requirements

2.2.1 DB Design Development and Construction Documents

This element of work shall consist of the preparation of the DB Design Development Documents and DB Construction Documents.

30% Design/Construction Development
DB Design Development Documents (30% Plans):
▪ Submit one electronic copy of the Draft DB Design Development Documents for review.

100% Design/Construction Documents
100% Draft DB Construction Documents
▪ Submit one electronic copy of the 100% Draft DB Construction Documents for review.

Complete Stamped and Signed DB Construction Documents
▪ Submit one electronic copy of the 100% Completed Stamped and Signed DB Construction Document.

2.3 Construction Requirements

2.3.1 Environmental and Sustainability Requirements

Air: Employ construction practices that minimize dust production and combustion byproducts.

Noise: Minimize noise generation during construction. Operate power equipment in accordance with local noise restrictions.

Lead, asbestos and radon must be remediated by a licensed professional for that specific task.

2.3.2 Labor Requirements

Minority Business Enterprises (MBE) must be used for a minimum of 15% of the total contract value.

Comply with 85FR 60907, Section 3, published 9/29/2020 which requires that 25% of all labor hours must be performed by a Section 3 worker and 5% must be performed by a targeted Section 3 worker.

Pay not less than minimum Davis Bacon Wage salaries.

Ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, or national origin.

2.3.3 Other Construction Requirements

Comply with the Build America, Buy America Act 41 USC 8301 as amended with all applicable rules and notices.

Comply with requirements of the St. Clair County Intergovernmental Grants Department (IGD) as listed below. Copies of the documents listed are attached to this RFP.

Each BIDDER is responsible for reading and being thoroughly familiar with the Contract Documents. The failure or omission of any BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation in respect to his/her bid. The bidder agrees to abide by the following requirements, and where necessary require subcontractors to do the same:

1. Complete the Certification of Bidder Form and comply with Executive Order No. 11246, entitled "Equal Employment Opportunity" as amended by Executive Order No. 11375, as supplemented in Department of Regulations (41CFR, Part 60).
2. Complete the Affirmative Action Plan and comply with Section 3 of the Housing and Community Development Act of 1977 and the Housing and Urban-Rural Recovery Act of 1983.
3. Comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 276c) as supplemented in Department of Labor Regulations (29 U.S.C., 102 et seq.).
4. Comply with the Davis-Bacon Act (40 U.S.C. 276A-5), and as supplemented by Department of Labor Regulations (20 U.S.C., 102 et seq.).
5. Comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor Regulations (29 U.S.C., 102 et seq.).
6. Comply with Clean Air Act and Federal Water Pollution Control Act of 1970 as Amended by (42 U.S.C. 7401-76-42).
7. Comply with the Minority Business Enterprise (MBE) program requirements.
8. Comply with Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831 (b)).
9. Comply with Economic Development Act of 1981 (42 U.S.C. 9801 et seq.).
10. Comply with noise limitation regulation (HUD Regulations 24 CFR Part 51 Subpart B).
11. Submit required notices, reports, and certifications, including but not limited to the following:
    a) Proposal or agreements that will include Bid Form (showing unit prices, quantities, etc.).
    b) Proper Bid Bond
    c) Contract Bond, or
    d) Performance Bond, Payment, Material and Labor Bond
    e) Certificate of Insurance
    f) Change Order form (Note: Any Change Order must be reviewed by the Community Development Group and approved prior to initiation).

2.3.4 Construction Support

Staging Areas
The construction site will be limited to the smallest feasible area.

Staging is available in or near the construction area for a construction trailer. All staging areas shall be returned to pre-construction conditions once construction is complete.

Structures
Trailers, Storage, Staging Area: Location to be approved by the OR.

Parking and site setup need to allow for daily entry and exit to the other buildings as well as parking on site for clients and staff.

Parking of Construction Vehicles
Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

2.3.5 Submittals during Construction

Material Submittal and Approval Procedures:
Each bidder shall base his bid upon the materials and equipment as described in the bidding documents. The successful DBC will not be allowed to make any substitutions on his own initiative, but in each instance will be required to obtain authorization from the OR before installing any work in variance with the requirements of the Contract Documents.

2.3.6 Working Hour Restrictions

All work shall be limited to the hours of 7:00 a.m. to 5:00 p.m., seven days per week unless otherwise approved by the OR.

2.3.7 Project Close-out

Project Record Drawings: Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will be required for monthly payment requisitions. On completion of the total project, submit complete record drawings to OR.

As-Constructed Drawings: Provide as-constructed drawings to the OR by updating the Approved DB Construction Drawing AutoCAD files with the information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data.
As-constructed drawings in the following formats:
1 electronic copy in PDF and DWG
1 full-size Mylar copy
1 full-size paper copy

Before submitting a request for final inspection, submit the following to the OR:
Project Record Drawings and As-Constructed Drawings: As specified above.
Mechanical and Electrical Systems: Verify the following in writing:

- All systems are complete.
- All systems have been properly started and are operational.
- All controls are complete and operational, and sequences have been checked and are functioning properly.
- Testing and Balancing Report: As applicable.
- Copies of all warranties

2.3.8 Substantial Completion and Final Inspection

Submit written certification to the OR that the project, or designated portion of the project, is substantially complete, and request in writing a final inspection. Upon receipt of the written request that the project is substantially complete, the OR will proceed with an inspection within 5 days of the receipt of the request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the OR will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance. The OR will issue a Letter of Substantial Completion. If work is not determined to be substantially complete, the OR will notify the DBC in writing. After completing work, the DBC shall resubmit certification and request a new final inspection.

If, following final inspection, the work is determined to be substantially complete, OR will prepare a list of deficiencies to be corrected before final acceptance and issue a Letter of Substantial Completion. The Contractor shall complete the work described on the list of deficiencies within 10 calendar days. If the Contractor fails to complete the work within this time frame, the OR may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs.

Acceptance of the work: After all deficiencies have been corrected, the OR will issue a Letter of Acceptance.

DBC must submit lien waivers for self and all subcontractors to the Title Company as specified by the Title Company.

3.0 SUBMITTAL REQUIREMENTS

3.1 Statement of Qualifications

CBHC invites all interested and qualified firms to submit qualifications statements in accordance with the following requirements. Responses should be prepared simply and economically, providing a straightforward and concise description of the responder's experience and qualifications related to the proposed scope of services. At a minimum, the following information is required to be included in the response to this RFQ.

Letter of Introduction

Provide a letter of introduction from the firm and identify any ideas, thoughts or concepts that differentiate your firm from the competition.

Relevant Experience and Capabilities

a. Provide a list of the licensed design professionals and licensed contractors that will work on the project along with an explanation of their key staff members and their corresponding job classifications who would be assigned to provide the services described in this RFQ, and the functions to be performed by each; include resumes of each such staff member designated above, including name, position, education, and years and type of experience (describing previous projects on which they have worked which are relevant to this project).

b. To the extent licensed contractors or subcontractors that will be needed for the project could not be identified at the time of proposal submission, provide strategies that will be used for the solicitation of those contractors or subcontractors that are compliant with N.C.G.S. Article 8, Chapter 143.

c. A key factor in the selection for this project is the ability to coordinate design and construction of the new facility with the existing operations.

d. Detailed descriptions of no more than three (3) projects that best illustrate the firm's experience, capabilities, and characteristics which would be uniquely relevant in evaluating the firm's experience to handle the proposed Project.

Management Plan

Describe your proposed approach to this assignment, addressing the following points:

a. Ability to work within a collaborative design review process: discuss how your proposed Project team members have performed on past projects which have included interactive design reviews with public agencies, program managers, and owners;

b. Budget management and control: Discuss your approach/method of designing to budget.

c. Schedule: Develop a realistic outline schedule for the design and build process.

3.2 Budget

Describe your proposed budget, addressing the following points:

a. Total cost of The Project

b. Cost of labor for construction, including wages, benefits, and taxes.

c. Cost of materials, including construction materials, fixtures, and finishes.

d. Cost of renting or purchasing equipment needed for the project, including machinery and tools.

e. Cost of any subcontractors needed for the project, electrical, plumbing, HVAC, etc.

f. Costs for permits, inspections, and other fees.

g. Contingency budget.

h. Design costs.

i. Overhead costs, insurance, office rent, administrative expenses, etc.

j. Profit.

SAM Registration

Interested firms must be registered with System for Award Management (SAM) and must provide their current SAM UEI.

3.3 Selection Criteria and Weighting

CBHC will review submittals based on the criteria listed below:

Letter of Introduction

Team qualifications, relevant experience and capabilities
15%

Coordinated with existing operations
5%

Ability and history in completing past projects within established budgets and timelines
10%

References
5%

Methodology and approach
20%

Detailed project schedule and estimated completion time
15%

Budget

Total Cost
15%

Component Cost Breakdown
10%

Amenities included given the proposed project budget
5%

3.4 Submittal Deadline

All submittals must be received by the OR not later than April 21, 2025 at 4:00 PM Central Daylight Savings Time.

3.5 Attachments

The following attachments must be submitted with the proposal:

a. Certification of Bidders
b. Affirmative Action Program – Section 3 clause
c. Contractor's Certification Labor Standard & Prevailing Wage
d. Subcontractor's Certification Concerning Labor Standards and Prevailing Wage
    a. If "NONE" – please indicate on the form
e. Subcontractor's Certification regarding Equal Employment Opportunity
    a. If "NONE" – please indicate on the form
f. MBE Participation – Contractor's Agreement
g. MBE Contractor Certification

Failure to complete and submit all the documents listed above will result in the bid being marked as incomplete and no contract can be awarded.

The following attachments must be submitted after a contract is awarded:

a. Subcontractors' Certification - Labor Standards

The following attachments contain additional information and guidance the DBC must follow:

a. Affirmative Action – Section 3
b. Applicable Federal Laws, Acts, Regulations
c. Certified Minority Business Enterprises
d. Federal Labor Standards Provisions
e. Federal Wage Decision Information
f. Information for Bidders
g. Instruction to Bidders
h. MBE Participation
i. Pre-Construction Guidelines for Contractors
j. Sample Certification Form for Residents
k. System for Award Management