



Construction Management Request for Qualifications

Issue Date: May 6, 2026

**Ella Johnson Memorial Public Library District
109 South State Street, PO Box 429
Hampshire, Illinois 60140
847-683-4490**

I. Introduction

The Ella Johnson Memorial Public Library District (“the District”) is soliciting Statements of Qualifications from construction firms to provide “construction management [exact nature of contract, e.g., at-risk or cost-plus, to be determined]” services for the delivery of a renovation of the District’s current facilities, hereinafter referred to as the “Project.” Firms with relevant construction management experience are encouraged to apply. Consideration will be limited to firms which have demonstrated successful experience in the provision of “construction management” services of a similar scope for a public library or another public sector owner.

II. Background

The Ella Johnson Memorial Public Library District serves a population of approximately 28,000 residents within a 100-square mile area that covers Hampshire Township and portions of Rutland and Burlington Townships in Kane County, Illinois, including the villages of Burlington, Hampshire, and Pingree Grove. The community is southeast of Rockford and west of Elgin, approximately 50 miles from the Chicago Loop. The District provides general library services, circulation, reference, reader’s advisory, programming, and outreach; as well as ancillary services, such as computers, Wi-Fi, photocopiers, and notary services. The District contracts out for janitorial services, legal services, engineering services, and accounting services, as well as supplemental planning services.

The Ella Johnson Memorial Public Library District was established as a tax-supported public library district in 1992, operating out of its current location at the intersection of Washington Road and State Street. The current building was taken over by the District and converted from its previous use as a bar and restaurant. Burnidge Cassell and Associates was the architectural firm for the conversion into a public library.

Responding to the observed service needs of the population in the District as well as to the current and impending failures of certain building systems, the Board of Library Trustees in 2024 directed its longstanding design firm, Dewberry Architects, the heir to Burnidge Cassel and Associates, to develop an expansion plan for two new library buildings, one in Pingree Grove and the other in Hampshire. This plan supported the District's efforts to ask the public to issue building bonds to pay for the construction of these two facilities. The question went to referendum in November 2024 and was defeated. The District modified the question to ask for funding for only a new facility in Pingree Grove, and that referendum in April 2025 was also defeated. After the defeat of the second referendum, the Library Board decided to concentrate on renovating the current building to add public service areas and to expand staff work areas.

The Board of Library Trustees continues to endorse its selection of Dewberry Architects ("the Architect") to provide design services for the renovation Project. The Library Board approved the design concept estimated at \$1.6 million total cost in March 2026 and gave its approval to proceed with this concept as the Project. The Board chose "construction management" as the delivery method for building the Project in April 2026.

The Project will renovate practically all the 7,500 sq. ft. of existing space. Renovation will consist of relocation of staff areas to accommodate the addition of an enlarged community room, quiet study rooms, and children's play area, among other public services. Further clarification of potential renovations will be provided in the building program. Design will require full integration with sections of the existing facility to include aesthetic, electrical, mechanical, and utility systems.

Prime considerations of the Project are to ensure minimal interruption of daily library public service operations and to expedite completion of the Project as quickly as possible. Thus, the Library Board contemplates closing the library building and relocating services and staff to a temporary remote location for the duration of the Project. The Construction Manager will be required to work closely with subcontractors and library personnel to establish and maintain a workable schedule of construction activities to minimize public inconvenience.

Goals for the renovated building include the following.

- Additional, new library service areas along with enhanced current service areas.
- Attractive design.
- Durability and sustainability.
- A source of community pride for the District's residents.
- Flexible and functional efficiency for users and library staff.

III. Scope of Services

The Construction Manager selected will work in cooperation with the Architect to realize the goals of the District in an expeditious and economical manner. The work performed should include the following tasks. The tasks outlined below are intended to be a guideline. The District is open to considering other approaches and tasks, provided they achieve the Project objectives.

- Participation in the pre-construction phase including attendance at regular meetings with the library staff and the Architect; development of a preliminary Project schedule; preparation of preliminary cost estimates; and identification of subcontractors and suppliers.
- Obtaining bids in a manner consistent with requirements for public libraries under applicable statutes; coordination of activities between subcontractors, the Architect, the library staff and, when necessary, other regulatory agencies; obtaining building and any other permits; providing quality control inspection; oversight of material inspection services as required; administration of change orders; and day-to-day administration of the Project.

IV. Anticipated Project Schedule

Solicitation of Request for Qualifications: RFQ posted May 6, 2026.

Deadline for Submittals of Statements of Qualifications: June 3, 2026, 4:30 p.m. at the Library District's Business Office. (See address below.)

Review of Statements and Interviews of Firms: June 1, 2026 – June 22, 2026.

Selection of Construction Management Firm: June 22, 2026, at the Library District Board meeting

Verification of Program and Design Team Notice to Proceed: June 2026

Selection of Renovation Concept: July 2026

Approval of Schematic Design: August 2026

Approval of Design Development: September 2026

Acceptance of Construction Documents: October 2026

Commencement of Construction: October 2026

Completion of Construction: April 2027

V. Statement Submittal

Interested construction management firms should submit (10) printed copies or one (1) printed copy and a digital copy of the Statement of Qualifications to:

**Ella Johnson Memorial Public Library District
Attn: Executive Director Stephen Bero
109 South State Street, PO Box 429
Hampshire, IL 60140**

** The envelope should be clearly marked stating: RFQ-Construction Management*

The Statement of Qualifications shall include the following information.

Name of Firm
Address
Name and Title of Respondent
Years in Business
Date of Incorporation
State of Incorporation
Firm's Insurance Coverage

The Statement of Qualifications should include the following elements.

- A letter of interest.
- Documentation of recognition of accomplished construction excellence.
- Indication by percentage of projects firm has delivered through each of the following delivery methods:
 - Construction Management
 - Lump-sum General Contract
 - Design/Build
- Documentation of experience of the firm as construction manager with buildings of similar scale, complexity, and budget, emphasizing firm's record of meeting estimated budgets.
- Identification and résumés of personnel to be directly involved in this project for both the pre-construction and construction phases: project executive, project manager, site superintendent, others expected to perform work, including those in affiliation.
- Identification of current workload of the firm and of the personnel assigned to this Project.
- Documentation of experience of the firm with public libraries and with other aspects relevant to the proposed project.
- Documentation of experience of the proposed personnel with similar facilities and projects, emphasizing similar budgets and schedules.
- Description of the firm's construction management philosophy, including the following.
 - Description of the firm's approach to the fostering of a successful CM/Owner/Architect/Engineer team.
 - Description of the performance of the following services:
 - Coordination with the Architect during design phase
 - Cost estimating and arrival at a "Guaranteed Maximum Price"

- Value engineering
 - Scheduling in pre-construction and construction phases
 - Cost control
 - Drawing and specification review
 - Bid packaging and the purchase of trade contracts including the process of pre-qualifying bidders
 - Self-performed trade work
 - Coordination of all the various trade contractors
 - Quality assurance
 - Safety programs, labor relations, and other related concerns
- A portfolio from at least three recent similar projects, to include references from key owner personnel, citizen participant, and architect's principal. Portfolio should include examples of the following from one of these recent similar projects:
 - Schematic design phase estimate
 - Design development phase estimate
 - Construction document phase estimate
 - Project schedule
 - Interim report to the owner

At the interview, each responding firm shall address their expertise concerning the following qualifications.

1. A proven ability to successfully perform all phases of work for library and other similar projects of comparable size and scope.
2. A proven ability to adhere to program and budget requirements.
3. A proven track record of integration and follow-through of Owner input and concerns pertaining to details, most specifically concerning change orders and contingencies.
4. What distinguishes the firm from its competitors and what makes the firm a good candidate for this particular Project.

VI. Selection Process

The District's Board of Trustees will review and evaluate materials submitted prior to the deadline at its meeting on June 8, 2026, rank the qualifying firms, and decide on a shortlist of candidates for interview. A copy of the shortlist will be sent to all firms submitting qualifications on June 9, 2026.

Interviews with the candidates on the shortlist will be scheduled for the June 22, 2026, Board meeting with a final selection of firm being made at that meeting. Letters of notification will be sent to the short-listed firms no later than June 23, 2026.

VII. Selection Criteria

Evaluation of qualifications and selection of a construction management firm will be based on the following criteria:

Submittal Review

- Relevant qualifications of firm(s) and personnel = 25 Points
- Successful experience with projects of similar scope = 25 Points
- Previous “construction management” work and references = 25 Points

Total Submittal Review Points = 75 points

Interview Stage

- Interview = 25 Points

Total Possible Points = 100

VIII. Reservations

The District reserves the right to reject any and all Statements of Qualifications submitted in whole or in part, to negotiate changes in the Scope of Services, to negotiate services to be provided, to negotiate fee proposal, and to waive any and all irregularities or technicalities.

IX. Other Considerations

Representatives from the selected firm are requested to be available to attend the Library District Board meeting on Monday, July 27, 2026, starting at 7:00 p.m.

Written questions may be submitted to Executive Director Stephen Bero by email at sbero@ellajohnsonlibrary.org or via mail at:

Ella Johnson Memorial Public Library
109 South State Street, PO Box 429
Hampshire, IL 60140

END OF RFQ