



Request for Proposals (RFP) For Design-Build Services for Fairfield High School

Issued: March 27, 2026

Proposed Due Date: April 30, 2026

Label for Proposal: DESIGN-BUILD SERVICES FOR FAIRFIELD HIGH SCHOOL

Contact: Mr. Robert Wells, Superintendent

Address: 300 West King Street
Fairfield, IL 62837

Office Phone: 618-842-2649

Email: bwells@fchsmules.com

Request for Proposals (RFP) for Design-Build Services for Fairfield High School

Notice is hereby given that Fairfield C.H.S.D. #225 (the "District"), located at 300 West King Street, Fairfield, IL 62837, is soliciting proposals for various renovation projects within the high school facility. Renovations will include, but are not limited to, improvements to the existing Greenhouse, Band Room, Choir Room, Science Lab, and Foods Lab. The contract will be administered in accordance with Article 19b of the Illinois School Code.

Proposals must be submitted in sealed form no later than 10:00 AM on April 30, 2026, to the Unit Office located within the high school, at which time they will be publicly opened. Proposals received after the specified date and time will not be considered. The District's Request for Proposals (RFP) is available on the District's website at www.fchsmules.com. Questions regarding the RFP may be directed to Mr. Robert Wells, Superintendent, at 618-842-2649.

Respondents are required to submit one (1) printed copy and one (1) electronic copy of their proposal in a sealed envelope or box. Proposals must comply fully with the specifications and any issued addenda, if any. Failure to meet these requirements may result in rejection of the proposal. If proposals are delivered using courier envelopes such as UPS or Federal Express, the sealed and properly labeled proposal must be enclosed within the courier packaging. Faxed or electronically transmitted proposals will not be accepted.

The District reserves the right to reject any or all proposals, waive technical irregularities, and accept the proposal it determines to be in the best interest of the District. The District also reserves the right to award the contract in whole or in part to one or more respondents. Such decisions shall be final. Failure to meet required qualifications or submission criteria may result in automatic rejection.

Any proposal found to be submitted in collusion with another respondent will be disqualified. Proposals may not be withdrawn for a period of sixty (60) calendar days following the proposal opening date.

The District will not reimburse respondents for any costs associated with preparing or submitting a proposal, including but not limited to product evaluations or demonstrations. All submitted materials shall become the property of the District and will not be returned.

Section 1: General Project Information

The Fairfield C.H.S.D. #225 is soliciting Design-Build services to oversee and coordinate the design, engineering, and construction necessary for the renovation of the existing Greenhouse, Band Room, Choir Room, Science Lab, and Foods Lab, as outlined below. The scope of work will include, but is not limited to, hazardous material abatement, demolition, reconfiguration of adjacent spaces, installation of new finishes, and all associated mechanical, electrical, and plumbing (MEP) systems.

1. Greenhouse renovations (Phase 1) include, but are not limited to, electrical modifications, plumbing modifications, exterior envelope repairs, and monitoring system upgrades.
2. Band Room renovations (Phase 1) include, but are not limited to, removal of existing concrete floor risers, wall repairs, partition removal, acoustic treatment, new flooring, electrical modifications, painting, and wall graphics.
3. Choir Room renovations (Phase 1) include, but are not limited to, removal of existing concrete floor risers, wall repairs, new acoustic treatment, new flooring, painting, and access to existing storage rooms adjacent to space.
4. Science Lab renovations (Phase 2) include, but are not limited to, a full and complete renovation of the entire lab as well as the adjacent classroom converting the classroom into a virtual classroom. Work associated with the renovation would include new casework, emergency eyewash station, fume hood, chemical storage, flooring, ceilings, painting, lighting, and code required upgrades to the existing MEP systems.
5. Foods Lab renovations (Phase 2) include, but are not limited to, a full and complete renovation of the entire lab including new casework, appliances, flooring, ceiling, painting, lighting, relocating existing washer and dryer hookups, and code required upgrades to the existing MEP systems.

The selected Design-Build team (DBT) must demonstrate expertise in developing engineering and design specifications, preparing project schedules, generating construction cost estimates, and performing value engineering. The DBT must also be capable of evaluating alternative design options, assessing labor conditions, understanding construction methods and techniques, tracking and documenting project costs, and effectively coordinating and communicating team activities throughout all phases of construction. Additionally, the DBT must have knowledge of the local labor and subcontractor market and be able to collaborate with subcontractors to obtain reliable and competitive pricing. Experience in the construction of educational facilities, or similar types of buildings, is required.

The preliminary Project Budget for the design and construction is estimated at approximately \$2.5 million, including both hard and soft costs. The District reserves the right to adjust the Project Budget prior to contract award through addenda, and after contract award in accordance with the terms of the design-build agreement.

Section 2: RFP Submission Requirements

Proposals must include all information required in this section. Fairfield C.H.S.D. #225 reserves the right to remove from further consideration any proposal determined to be substantially or materially non-responsive to the information requested. The Board also reserves the right to reject any or all proposals and to waive informalities or deficiencies in any submission.

The DBT shall provide **one (1) original Proposal on white 8 ½" x 11" paper containing the authorized signature of the Proposer, along with one (1) electronic copy** submitted on a USB drive. The electronic version must be formatted in Adobe Acrobat (PDF), Microsoft Word (DOCX), or Microsoft Excel (XLSX).

A. Table of Contents

B. Statement of Interest

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

C. General Information

1. The DBT shall submit information describing its team composition and qualifications and, at a minimum, must include the following:
 - a. Complete contact information, including, e-mail address for the person authorized to contractually bind the design-build team.
 - b. Name, title, e-mail address and telephone number of contact person during the period of proposal evaluation.
 - c. Number of years each company has been in business.
 - d. Documentation of DBT being licensed in the State of Illinois.
 - e. Current Certification from the State of Illinois that your firms are in good standing with the State of Illinois to perform work/business in Illinois.
 - f. Copy of the DBT certificate of insurance indicating the levels of professional liability and general liability insurance coverage. The minimum coverage carried shall be as follows:
 - i. General Liability [\$1,000,000/\$2,000,000]
 - ii. Automotive Liability [\$1,000,000]
 - iii. Professional Liability [\$1,000,000]
 - iv. Worker's Compensation [Statutory Limits]
 - v. Umbrella Liability [\$5,000,000]
 - g. Confirmation of receipt of all issued RFP addenda, if applicable. Include the addendum number and the date each addendum was issued.

- h. Signature of person(s) authorized to bind design-build team to the terms of the proposal.
- 2. Project Descriptions – Shall include the following information:
 - a. Firm Name.
 - b. Name of Project.
 - c. Type of Facility.
 - d. Contract Amount (Original and Final including change orders).
 - e. Start and Completion dates.
 - f. Identify the designer and general contractor for the Project.
 - g. Your role on the Project.
 - h. General description of the project.

D. Architect Experience

The Architect and other design team members are required to have experience with building codes and permit requirement for Illinois School Districts. In this section, the District will rate project experience favorably if it contains the following:

- 1. Submit up to five projects from grade K-12 schools in Illinois.
- 2. Projects that are similar in size, value, type of facility and complexity will be rated favorably.
- 3. Recent relevant experience of the team members that closely resemble the Project will receive the highest ratings.
- 4. Projects are required to have been completed within the last five years or are currently more than 50% of the total project duration complete.

E. General Contractor Experience

The General Contractor is required to have experience with and knowledge of requirements for school districts and the authorities having jurisdiction in Illinois. In this section, the District will rate project experience favorably if it contains the following:

- 1. Submit up to five projects from grade K-12 schools in Illinois.
- 2. Projects that are similar in size, value, type of facility and complexity will be rated favorably.
- 3. Recent relevant experience of the team members that closely resemble the Project will receive the highest ratings.
- 4. Projects are required to have been completed within the last five years or are currently more than 50% of the total project duration complete.

F. Resumes of Key Personnel

- 1. General Requirements
 - a. Licensing and Certifications:

- i. All design professionals, including, but not limited to architects, engineers, land surveyors, etc. must be licensed to practice in the State of Illinois.
 - ii. All contractors are required to have an active contractor license in the State of Illinois.
 - b. Provide brief resumes, up to two pages, for the person who will do the work for each position requested below.
2. Design-Build Project Manager: This is the premier role on the design-build team and will act as the first point of contact between the design-build team and the Design. The position requires a minimum of five years' experience in design or construction management. Demonstrate satisfactory experience to lead, manage and control both design and construction. Resumes that demonstrate cross functional expertise such as proven project manager, construction manager, and licensed architect or engineer will receive additional consideration.
3. Architect: A licensed professional Architect with a minimum of five years' experience in designing projects of similar size and scope as well as with proven experience working with Illinois school districts is required. An Architect with construction administration experience will be rated more favorably. A LEED Accredited Professional will receive additional consideration.
4. Structural Engineer: A licensed professional Structural Engineer with a minimum of five years' experience designing structural systems for projects of similar size and scope.
5. Mechanical Engineer: A licensed professional Mechanical Engineer with a minimum of five years' experience designing mechanical systems for projects of similar size and scope. If another mechanical engineer is used to provide plumbing and/or HVAC, additional resumes should be submitted as appropriate.
6. Electrical Engineer: A licensed professional Electrical Engineer with a minimum of five years' experience designing electrical systems for projects of similar size and scope.
7. Civil Engineer: A licensed professional Civil Engineer with a minimum of five years' experience designing for site conditions for projects of similar size and scope.
8. Construction Project Manager: This position requires a degree in Construction Management, Engineering or related field and a minimum of five years' experience in construction and construction management. The degree may be substituted by an additional five years of experience. Demonstrate satisfactory experience to lead, manage, and control the integrated design and construction operations, quality control program and subcontracts.

9. Site Superintendent: This position requires a minimum of five years' experience as superintendent, managing multiple trades and subcontractors with proven experience in safety and quality control.

G. Team Organization and Project Approach

1. Team Integration

This section requires a description of the design-build team's legal structure (not the general contractor's legal structure). Is your team a joint venture or a prime contractor/subcontractor or an integrated design-builder? The District is not requesting a copy of the contract but a description of how internal differences within the design-build team will be resolved. Provide a description of the teaming integration that facilitates issue resolution associated with design and construction challenges.

Teams that demonstrate a complete understanding of the risk transfer from the District to the design-build team and then from the general contractor to the designers will be rated more favorably.

2. Team Organization Chart

Provide a project organization chart, which clearly delineates communication/reporting relationships among the design-build team key personnel, including key sub-consultants and proposed quality control group.

3. Project Approach

This section requires a description of the interactions within the team, the District, and third-party agencies during the design and construction.

- a. Describe the roles of the design team with the construction team during design then during construction.
- b. Describe how the contractor will be involved during the design process.
- c. Demonstrate an effective leadership and management system to control the design, maintain budget, and schedule.
- d. Demonstrate how the team will review the available record drawings and develop a plan to verify field conditions necessary to produce accurate design documents.
- e. Describe the approach to eliminating change orders associated with existing conditions and modernization scope.
- f. Describe how systems will be selected to minimize operational costs over the life of the facility.
- g. Describe how you will integrate District provided requirements for phasing, design, construction, milestones, and third-party agency requirements into a comprehensive schedule.

4. Quality Control for Design

This section requires a description of the process the design team will utilize to develop a complete and well-coordinated set of contract documents.

- a. Describe how revisions to the design will be controlled and tracked.
- b. Provide information on how the design team will submit packages to the District for timely approval.
- c. Identify any constructability reviews, building information modeling, clash detection, etc. that may be employed by the design-build team.

5. Quality Control for Construction

Provide a description of the team's capabilities to commit and assure construction quality control.

- a. Describe how you will handle internal and external requests for information, shop drawings, submittal reviews, progress meetings, site visits, contract completion, closeout, as-built drawings, and completion documentation.
- b. Provide a brief description of the general contractor's quality control plan.
- c. How unforeseen or unanticipated conditions on the Project will be handled and controlled.
- d. How errors or omissions in the construction documents will be handled and controlled.

H. Technical Approach

1. Description of DBT's approach to technical design.
2. If necessary, will the DBT include asbestos abatement inspection and design per IDPH requirements?
3. Provide a description of the facility needs and recommended solutions.

I. Financial Approach and Guarantee

1. Pricing for proposed recommended solutions and alternatives if applicable.
2. Provide detailed explanation of how the DBT will calculate savings.
3. The General Contractor and sub-contractors shall comply with the provisions of the Illinois Prevailing Wage Act, specifically including the payment of the applicable prevailing wages to all laborers, workers, and mechanics performing work.
4. Payment and Performance Bonds will be required.

J. Project Management

1. Description of approach for project and construction management including processes, type, and availability of company resources to support the project.

Section 3: Proposal Evaluation Criteria

An evaluation committee representing the Fairfield C.H.S.D. #225 will review all submitted proposals and make a recommendation for award to the School Board based on the proposal determined to provide the best overall value. The District reserves the right, but is not obligated, to request an oral presentation from any proposing organization. If requested, both the written proposal and the oral presentation will be used as the basis for selecting the successful DBT. Proposals will be evaluated using the following criteria:

1. Qualifications and experience of the DBT. The District may solicit reference information from previous clients.
2. Qualifications and experience of committed personnel.
3. Technical Approach – quality and responsiveness of the proposal to the needs of the district in terms of scope of work, methodology, and project management.
4. Financial Approach – Total Project Cost and Projected Savings.

The School Board or its designee will, in the exercise of their sole discretion, determine which proposal best meets the needs of the School District.

The District is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract.

Section 4: Timeline

The District expects to undertake the selection process described below according to the following schedule:

Notice of Intent	March 27, 2026
Advertisement and Issue RFP	April 10, 2026
Non-Mandatory Site Visit	April 15, 2026 at 10:00 AM
Written Questions Due from DBTs	April 20, 2026, before 3:00 PM
Date Response Due from the District	April 24, 2026
Submissions of Proposals	May 1, 2026, before 10:00 AM
Selection of Design-Build Team	May 12, 2026
Award Contract	May 12, 2026
Start of Construction for Phase 1	June 1, 2026
Substantial Completion for Phase 1	August 1, 2026
Start of Construction for Phase 2	May 2027
Substantial Completion for Phase 2	August 1, 2027

All dates and times are subject to change at the discretion of the Fairfield C.H.S.D. #225.