



Issue Date: September 17, 2026
Questions Due: September 24, 2026, 5:00pm
Addendum Issued: September 28, 2026, 5:00pm
Proposal Due Date: **October 1, 2026, 5:00 p.m.**
Interviews (if conducted): October 5-14, 2026
Selection by: October 15, 2026

Submission Method: Electronic submission by email in PDF format to Catherine Fields at the email address listed below. The subject line should read: "RFP - Construction Management Services - [Firm Name]."

Owner Contact: Catherine Fields
Chief Compliance and Operations Officer
The Josselyn Center, NFP
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Architect Contact: Lisa Sharp
President
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The Josselyn Center, a nonprofit corporation doing business as Josselyn (the "Owner"), is a long-standing, CARF-accredited community mental health organization serving the Chicago metropolitan and suburban regions. Since its founding in 1951, Josselyn has remained committed to delivering accessible, comprehensive, and person-centered behavioral health services to individuals and families across the communities it serves. Through this project, the Owner seeks to support continued organizational sustainability, preserve timely access to care, and strengthen the delivery of high-quality, evidence-based services across its expanding clinical footprint.

The Owner is soliciting proposals from qualified firms to provide construction management advisory services for the 3rd Floor Renovation project in Northbrook, Illinois. This project includes interior renovation of 10,700 SF of space for behavioral health therapy counseling offices as well as related support space. The anticipated construction budget is approximately \$1.7 million.

Through this RFP, the Owner intends to select one firm for construction management of this publicly bid project. The selected firm will administer the public bid process, coordinate permitting, manage the work of the trade contractors through construction, and close out the project. Design is substantially complete; pre-construction design-phase services are not part of

this solicitation.

The Owner may authorize services in phases (Bid and Award, Construction, and Closeout) by written notice. Services beyond those described in this RFP will be added only by written contract amendment or other procurement action permitted by applicable requirements. Because the construction manager will prepare scopes of work and bid documents, it will not be eligible to submit bids for trade packages, self-perform construction work, or receive award of trade contracts for this project (2 CFR 200.319(b)).

1. Bid and Award Phase Services

The selected firm will administer the public bid process for the trade contracts on behalf of the Owner. Services shall include, at a minimum, the following activities:

Bid Documents

1. Review the construction documents for bidability, completeness, and coordination between disciplines, and report discrepancies to the Architect before bid issue.
2. Prepare an independent cost estimate from the bid documents before bids are received, as required by 2 CFR 200.324(a).
3. Prepare the project schedule, including bid, award, permit, construction, and move-in milestones.
4. Define trade bid packages and prepare scopes of work that eliminate gaps and overlaps between trades.
5. Prepare the Invitation for Bids, instructions to bidders, bid form, and trade contract front-end documents in coordination with the Owner and Architect, including the federal contract provisions required by 2 CFR 200.327 and Appendix II, bonding requirements, insurance requirements, and applicable prevailing wage requirements.

Solicitation

6. Publicly advertise the Invitation for Bids and compile a list of qualified bidders sufficient to provide full and open competition in accordance with 2 CFR 200.319 and 200.320(b)(1).
7. Conduct outreach to small, minority-owned, women-owned, and veteran-owned businesses in accordance with 2 CFR 200.321.
8. Distribute bid documents and maintain a plan holders list.
9. Conduct a pre-bid meeting and site walkthrough, and record attendance.
10. Receive and log bidder questions, obtain responses from the Architect, and coordinate issuance of addenda to all plan holders.

Bid Opening, Evaluation, and Award

11. Conduct the bid opening at the time and place stated in the Invitation for Bids and prepare a bid tabulation.
12. Evaluate each bid for responsiveness, including bid security, acknowledgment of addenda,

and required forms.

13. Evaluate apparent low bidders for responsibility, including financial stability, bonding capacity, insurance, licensing, past performance, and exclusion status in SAM.gov.
14. Conduct scope review meetings with apparent low bidders and document the results.
15. Present a bid summary and written recommendation of award to the Owner, including documented justification for any rejected bid.
16. Prepare trade contracts for Owner execution and collect performance and payment bonds, certificates of insurance, and other required documents before issuing a notice to proceed.
17. Maintain a complete procurement record, including the basis for contractor selection or rejection and contract price, as required by 2 CFR 200.318(i).

Permitting

18. Coordinate with Village of Northbrook permitting officials, track plan review comments, and assist the Architect in obtaining the building permit.

2. Construction Phase Services

Respondents should describe their approach to managing the construction phase. This phase will begin after trade contracts are awarded and the building permit is issued, and will continue through final completion and closeout. Construction management services shall include, at a minimum, the following activities:

Mobilization and Site Management

1. Conduct a kickoff meeting with the Owner, Architect, and trade contractors, and issue the notice to proceed.
2. Establish the project directory, communication protocols, and a document control system.
3. Prepare a site logistics plan addressing staging, deliveries, elevator and loading dock use, access routes, temporary partitions, protection of existing finishes, and dust and noise control.
4. Coordinate with building management on access, work hours, fire alarm and sprinkler impairments, and utility shutdowns, and minimize disruption to occupied areas.
5. Provide on-site supervision and maintain daily logs, photographic documentation, and a record of site visitors and inspections.
6. Review trade contractor safety programs and monitor compliance with OSHA and project safety requirements. Each trade contractor remains responsible for the safety of its own work.

Schedule

7. Prepare and maintain a detailed construction schedule integrating all trades, updated at least every two weeks, with two-week look-ahead schedules.
8. Monitor progress against the schedule, identify delays, and require recovery schedules from trade contractors when needed.

9. Expedite submittals and long-lead materials furnished by trade contractors.
10. Coordinate the schedule for Owner-furnished work, including furniture, data and telecommunications cabling, security systems, signage, and move-in.

Cost Control and Payment

11. Maintain the project budget and provide monthly cost reports showing committed costs, approved and pending changes, contingency, and allowances.
12. Review trade contractor payment applications against work in place and stored materials, and recommend payment to the Owner and Architect.
13. Collect contractor sworn statements and lien waivers with each payment application in accordance with the Illinois Mechanics Lien Act (770 ILCS 60), and coordinate with the Owner's title company if a construction escrow is used.
14. Track retainage for each trade contract.
15. Verify that trade contractors submit certified payroll and comply with applicable prevailing wage requirements, including the Illinois Prevailing Wage Act (820 ILCS 130) and, where required by the funding source, the Davis-Bacon Act.
16. Review change order requests, prepare independent estimates, negotiate pricing, and document cost or price analysis for contract modifications as required by 2 CFR 200.324. Maintain a change order log.

Coordination and Quality

17. Conduct weekly trade contractor coordination meetings and distribute minutes.
18. Conduct Owner and Architect progress meetings at least every two weeks and distribute minutes.
19. Log, review for completeness, and route shop drawings, product data, and samples to the Architect, and track review status.
20. Log and route requests for information to the Architect, and track responses.
21. Coordinate mechanical, electrical, plumbing, fire protection, and low-voltage work between trades, and conduct above-ceiling inspections before ceilings are closed.
22. Inspect the work for conformance with the contract documents, maintain a deficiency log, and require correction of nonconforming work.
23. Coordinate testing agencies, special inspections, and mock-ups required by the contract documents.
24. Coordinate Village of Northbrook inspections, fire alarm and sprinkler acceptance testing with the Northbrook Fire Department, and maintain a record of inspection results.

Completion and Closeout

25. Coordinate the substantial completion inspection with the Architect, and manage the punch list through completion.
26. Coordinate final inspections and obtain the certificate of occupancy.
27. Coordinate HVAC testing and balancing, system start-up, and Owner training on building

systems.

28. Collect operation and maintenance manuals, as-built drawings, warranties, attic stock, final sworn statements, final lien waivers, and consent of surety.
29. Coordinate Owner move-in and installation of Owner-furnished items.
30. Reconcile trade contract amounts, recommend final payment and release of retainage, and prepare a final project cost report.
31. Deliver a closeout record containing contract, payment, change order, and procurement records suitable for the Owner's grant compliance and audit requirements, including record retention under 2 CFR 200.334.
32. Conduct an eleven-month warranty walkthrough with the Owner and coordinate correction of warranty items.

3. Proposal Requirements

Each proposal must include firm background and relevant experience with renovation and construction management of publicly bid projects; qualifications of the proposed project team; the respondent's approach to independent cost estimating, bid administration, permitting, scheduling, cost control, prevailing wage and payment compliance, construction-phase coordination, safety oversight, and quality management; examples of similar projects; and references from comparable clients.

Each proposal must also include the proposed fee for Bid and Award Phase services and the proposed pricing for Construction Phase services, including closeout. This should include a staffing matrix showing proposed roles and level of effort, applicable hourly rates or other pricing basis, anticipated reimbursable expenses, and any proposed monthly fee or not-to-exceed pricing approach, together with key assumptions regarding scope, duration, and optional services. Fees based on a percentage of construction cost will not be accepted (2 CFR 200.324(c)).

4. Insurance, Bonding, and Licensing Requirements

Respondents should identify any licenses applicable to their advisory or construction management services and describe available insurance coverage applicable to those services, including commercial general liability and workers' compensation coverage, as appropriate. Respondents should also describe any experience supporting compliance with project-specific insurance, builder's risk, and performance and payment bond requirements applicable to trade contractors or other construction contracts. Proposals should disclose any material limitations, exclusions, or assumptions related to insurance, bonding support, or licensing.

5. General Conditions, Clarifications, and Exclusions



Respondents should clearly identify any proposed general conditions, clarifications, assumptions, and exclusions that apply to their services or pricing. Proposals should address whether costs such as plan reproduction, building permits and fees, project-specific insurance, and performance and payment bonds are included or excluded. Respondents should also identify any assumptions regarding optional services, contract form preferences, or required modifications. The selected construction manager will serve solely in a construction management role and will not be eligible to submit bids for trade packages, self-perform construction work, or receive award of trade contracts for this project. The Owner will retain sole authority to review bids, determine responsiveness and responsibility, and award trade contracts.

6. Evaluation Criteria

Proposals will be evaluated based on relevant firm experience with similar renovation, healthcare, or occupied-facility projects; qualifications and availability of the proposed project team; demonstrated approach to public bid administration, including independent cost estimating, bid packaging, bidder outreach, and bid evaluation; demonstrated capability to manage the construction phase, including coordination, schedule control, cost control, payment and prevailing wage compliance, quality oversight, and closeout; and experience with federally funded or publicly bid projects.

The Owner will also consider proposed fee structure and overall value to the project, references and past performance on comparable projects, responsiveness to the RFP requirements, clarity of assumptions, and overall alignment with project needs. The Owner reserves the right to request interviews, seek clarifications, and select the proposal determined to be most advantageous to the project.

7. Anticipated Schedule and Selection Process

Drawings for the project are nearly ready for permit and are expected to be submitted for permit by the end of September. The Owner anticipates completing Construction Management selection mid-October, 2026. Subcontractor bidding is targeted for November 2026, with construction expected to begin in December 2026. The anticipated CM procurement schedule is as follows:

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The Owner reserves the right to modify the schedule at any time through addendum.

8. Attachments and Reference Materials

The RFP package includes plans, schematics, and other reference materials made available by the Owner for proposal development purposes. These materials are intended to assist respondents in understanding the project scope, existing conditions, and anticipated design direction. Unless otherwise stated, such materials are preliminary and may not represent final construction documents. Respondents should use the attached materials to inform their understanding of project scope, sequencing, bid package planning, and construction-phase staffing, and should clearly identify any assumptions, clarifications, exclusions, or additional information needed to support their proposals. In the event of any inconsistency between this RFP and the attached materials, the requirements of this RFP shall govern unless otherwise clarified by written addendum. Any revisions or supplemental information issued after release of this RFP will be provided by written addendum.

- Exhibit A – 99% Drawings provided by Sharp Architects Inc.

9. Rights and Reservations

The Owner reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarifications or additional information, conduct interviews, negotiate with one or more respondents, discontinue or reopen the solicitation, issue addenda, and award a contract in the manner determined to be in the best interest of the project. Issuance of this RFP does not obligate the Owner to award a contract or to reimburse any costs incurred in preparing a proposal.

10. Questions and Addenda

Questions regarding this RFP must be submitted in writing to the Architect identified above no later than **September 24, 2026, 5:00 p.m.** Verbal questions or informal communications will not modify the requirements of this RFP. The Owner will respond to timely submitted written questions by written addendum. Any interpretations, clarifications, corrections, or changes to this RFP will be made only by written addendum. Respondents are responsible for reviewing all addenda issued prior to the proposal due date and incorporating them into their proposals.

11. Submission Instructions

Proposals must be submitted no later than **October 1, 2026, 5:00 p.m.** Central Time by email in PDF format to cfields@josselyn.org. The email subject line should read: "RFP -



Construction Management Services - [Firm Name].”

Exhibit materials, including the attached plans and reference documents, are provided with this RFP for proposal development purposes and do not need to be resubmitted unless the respondent wishes to annotate or supplement them. Proposals submitted after the deadline may be rejected. Respondents are responsible for confirming timely delivery and for ensuring that all required information, attachments, certifications, and pricing materials are included in their submission. The Owner may reject incomplete proposals or request clarifications at its discretion.

The Owner appreciates the interest of qualified respondents and looks forward to receiving proposals for this project in accordance with the requirements of this RFP.

END OF RFP