



## **Request for Proposal/Qualifications**

### **Water Treatment Facility Construction Manager**

Issued By:  
City of Morris, Illinois  
700 N. Division Street  
Morris IL 60450

## **I. Introduction**

The City of Morris (City) is seeking qualified Construction Managers to provide pre-construction services for the design and construction of a new 3 million gallons per day (MGD) water treatment facility. The selected Construction Manager will collaborate with the Owner and Design Professional to support project planning, estimates, constructability reviews, procurement planning, and subcontractor/supplier solicitation.

<b>OWNER:</b>	<b>City of Morris</b>
<b>PROJECT NAME:</b>	<b>3 MGD Water Treatment Facility Construction Management</b>
<b>PROPOSAL DUE DATE:</b>	<b>3:00 p.m. Thursday, October 30, 2025</b>

## **II. Scope of Work**

The pre-construction services shall include, but are not limited to, the following:

1. Design Development and Cost Estimation
  - a. Upon completion and Owner approval of schematic or preliminary design documents, prepare a detailed estimate with supporting data, including potential trade contractor data where feasible.
  - b. During the preparation of design development or comparable detail documents, update and refine this estimate at intervals as agreed upon with the Owner.
  - c. When design development documents are completed and approved, prepare a further detailed estimate including potential trade contractor data for review by the Design Professional and approval by the Owner.
  - d. During preparation of drawings and specifications, continuously update and refine cost estimates.
  - e. Notify and provide recommendations to the Owner if any estimate exceeds previously approved budgets.
2. Construction Document Review
  - a. Review drawings and specifications for constructability issues that could impact project costs or schedule.
  - b. Issue reports identifying potential problems to the Design Professional and Owner for review and action.
  - c. Promptly report any errors or omissions discovered in the documents.
3. Temporary Facilities
  - a. Recommend temporary construction facilities, equipment, materials, and services needed by the Construction Manager, its subcontractors, and suppliers.
4. Long-Lead Item Procurement
  - a. Advise the Owner and Design Professional on scheduling for procurement of long-lead items necessary to meet the project schedule.
  - b. Assist in expediting long-lead item deliveries.
5. Solicitation of Subcontractors and Suppliers
  - a. Identify and develop a list of qualified subcontractors and suppliers for major project components.
  - b. Assist the Owner in soliciting and evaluating bids, noting any objections from the

- Owner or Design Professional.
- c. Follow Owner directives regarding specific subcontractor engagement.
- 6. Equal Employment Opportunity and Affirmative Action
  - a. Collaborate with the Owner on EEO and affirmative action programs applicable to project work.
- 7. Consultant Coordination
  - a. Assist the Owner in selecting, retaining, and coordinating with surveyors, testing laboratories, and other specialized consultants.

### **III. Proposal Requirements**

The Proposals should include the following:

1. Company background and qualifications.
2. Relevant project experience.
3. Approach and methodology for providing the outlined services.
4. Key personnel involved.
5. Fee structure and schedule of costs.
6. Timeline for services.
7. References from previous projects.

### **IV. Evaluation Criteria**

Proposals will be evaluated based on:

1. Experience and qualifications.
2. Understanding of project scope.
3. Approach and methodology.
4. Cost competitiveness.
5. Overall reputation and past performance.

### **V. Additional Information**

For questions or additional information contact:

Stan Knudson via email:  
[sknudson@morrisil.org](mailto:sknudson@morrisil.org)

The Owner reserves the right to reject any or all proposals, waive informalities, and negotiate with proposers to serve the best interest of the project.

**Proposal Form:**

**City of Morris – 3 MGD Water Treatment Facility – Construction Management**

**Proposals due by: 3:00 p.m. on Thursday, October 30, 2025**

**Submit proposals to: Stan Knudson via email: [sknudson@morrisil.org](mailto:sknudson@morrisil.org)**

*Please attach this cover page to your proposal*

**Contact Information**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_