



August 6, 2018

RE: DR. GIRGIS EXPANSION
LUMP SUM – REQUEST FOR PROPOSAL

CBRE has been retained by GA HC REIT II Hinsdale MOB I, LLC, to provide Project Management Services for the development of office space on 3rd floor at 908 N Elm in Hinsdale. Your firm is invited to submit a proposal for the Construction Services associated with their new offices.

Included in this Request for Proposal are the following documents:

Exhibit A	Proposal Guidelines
Exhibit B	Format Closeout Documents
Exhibit C	Trade Breakdown

Project specific certificate of insurance requirements, building rules and regulations, and building standards are attached to this RFP and need to be followed and/or included as part of your proposal.

A pre-bid contractor walk through will be held at **8:00 am** on **08/09/2018**.

Please review the enclosed information and forward electronic proposals to by no later than **08/15/2018**. Proposals should be emailed direct to me and cc **Kimberly.Daniel@cbre.com** on the email with the proposal attached.

Should you have any questions regarding the Request for Proposal, please contact me at (847) 706-4955.

Sincerely,

Ryan Collins

Director
Project Management Group



EXHIBIT A – Budget Guidelines

The contractor represents that by submitting a response to this Request for Budget, that they have included all labor, material, equipment and supervision necessary to complete the work as specified and referenced for the completion of the project. The following items clarify, but do not limit, the intent of the scope of work.

1. Contractor, by signing and accepting the terms of this proposal, verifies that they have familiarized themselves with the building regarding access, existing conditions, etc., and any costs associated with same are included in this bid.
2. It is this contractor's responsibility to maintain an adequate labor force, as required and on a daily basis, to properly clean up all debris associated with his operations. All rubbish and debris is to be removed from the site and legally disposed of at the contractor's expense.
3. Contractor will obtain and pay for any local bonds, permits, licenses, etc., necessary to complete their work. Provide a permit allowance broken out in your proposal.
4. Contractor and all subcontractors shall maintain, at their sole cost and expense, at least the following insurance, from insurance companies and in a form satisfactory to Client and CBRE with limits of liability not less than those stated below. CBRE shall have the right to inspect and review the policies and shall be provided with copies upon request. Certificates of insurance shall be in the name of Client and CBRE, and each such certificate shall list Client, CBRE, Architect, MEP Engineer, and any other party reasonably designated as additional insureds and as identified in Exhibit G of this Request for Proposal. Certificates of insurance and originals shall be delivered to CBRE prior to start of construction. Any material change or cancellation shall not be valid without thirty (30) days prior written notice to CBRE.

Contractor agrees to hold harmless, indemnify and defend Client, CBRE, its officers and directors, employees and agents from and against any and all liabilities, lawsuits, damages, costs and expenses, including attorney's fees, which Client, its officers and their directors, employees and agents may suffer, incur, be put to pay and claims, legal actions, or proceedings, which may be brought against Client, CBRE, its officers and their directors, employees, agents and shareholders because of or resulting from personal injury to or death of any persons whomsoever including Client, CBRE and contractor's employees, or property damage to any persons or organizations whatsoever rising out of or occasioned by or in any way connected with the performance of work called for by this work order. Nothing in the foregoing is intended as an agreement to indemnify or hold Client, CBRE or its officers, employees or agents, from such person's own negligence.

Please see attached insurance requirements.

5. This contract will be awarded on the basis of such documents with the understanding that the contractor is to furnish and install all items required for the proper completion of their work without adjustments to the contract amount unless the scope of work changes from that indicated on the drawings.

6. This contractor will replace and repair, at no additional cost, any construction damaged by contractor's field operation and/or personnel.
7. Contractor's field operations must be carefully coordinated with designated representatives from building ownership and design team members. Contractor shall strictly adhere to all rules and regulations (as attached).
8. The contractor's and all subcontractor's labor force shall be made up of all qualified personnel union only.
9. Contractor's representatives will be required to attend coordination meetings and weekly job-site meetings.
10. Contractor shall acknowledge that the building is occupied above and below the floor under construction. Contractor shall take all necessary steps to prevent interference with any and all other operations.
11. Contractor shall include in their General Conditions appropriate protection to the existing conditions in the elevator lobby and "common corridors." Documentation of the existing conditions must be completed by the General Contractor and submitted to CBRE and/or its representatives. General Contractor will maintain those existing conditions throughout the project.
12. Walk-throughs must be coordinated through CBRE.
13. Contractor claims for an increase in the contract sum shall be provided by written notice to CBRE within five (5) days after the occurrence of the event giving rise to such claim. This notice shall be given by the contractor before proceeding to execute the work, except in an emergency endangering life/property or if waived by Client and/or CBRE. No such claim shall be valid unless so made. It is CBRE' intent to adhere strictly to this policy.
14. Contractor claims for an increase in the time of completion or the extension of time for an activity shall be provided by written notice to CBRE within five working days after the occurrence of the event giving rise to such claim; otherwise, it shall be waived. No such claim shall be valid unless so made. It is CBRE' intent to adhere strictly to this policy.
15. Contractor's Applications for Payment shall be accompanied by the following, all in form and substance satisfactory to the Owner and in compliance with applicable Illinois statutes.
 - a. A duly executed and acknowledged Contractor's Sworn Statement showing all contractors with whom contractor has entered into subcontracts, the amount of such subcontract, the amount requested for any subcontractor in the Application for Payment and the amount to be paid to Contractor for such progress payment, together with similar sworn statements from all subcontractors and, where appropriate, from sub-subcontractors.
 - a. Duly executed Waivers of Mechanics' and Materialmen's Liens from contractor and all such subcontractors, establishing payment or satisfaction of the payment requested by contractor at the time of Application for Payment.

- b. Waivers shall be submitted at the time of payment application. Including upfront conditional lien waivers.

16. The contractor agrees to comply with all provisions of OSHA.
17. Contractor shall confine his construction equipment, the storage of materials and the operations of workmen to the limits of the project premises and shall not unreasonably encumber the premises with construction equipment or materials.
18. Contractor must promptly report in writing to CBRE all accidents whatsoever arising out of, or in connection with, the performance of the work, whether on or off the site, which caused death, personal injury or property damage, giving full details and statements of witness. In addition, if death or serious injuries or serious damage are caused, the accident shall be reported immediately by telephone or messenger.
19. The premises and the job-site shall be maintained in a neat and orderly condition and kept free from accumulation of waste materials and rubbish during the entire construction period. All crates, cartons and other flammable waste materials or trash shall be removed from the work areas at the end of each working day.
20. Contractor to provide a detailed construction schedule for the project.
21. Coordinate and manage the field work to be performed by all subcontractors and materialmen from commencement through final completion. Ensure materials furnished and the work performed is in accordance with the Contract Documents.
22. Should the contractor fail to adhere to the schedule, the contractor shall furnish such labor and/or services, or work sufficient overtime as may be necessary to make progress conform to schedule. Failure to adhere to schedule, or failure to take steps to regain schedule shall constitute default within the terms of the contract. Any premium time costs shall not be reimbursable unless previously approved in writing by Client and/or CBRE.
23. Contractor must adhere to all building rules and regulations.
24. Compile in an organized manner subcontractor and materialmen close-out documents, such as guarantees, warranties, operation manuals, testing reports, as-built drawings, etc. and submit to CBRE/Client for review and approval. Acceptable Closeout documentation and final bill are due no later than 30 days after substantial completion.
25. The Contractor must be familiar with the existing conditions. No added costs will be allowed for the Contractor's failure to inspect the site and verify the reusability of items called out to be reused. Repairs required to bring existing equipment and materials into proper working order are to be included in the Contractor's bid.
26. Contractor shall be responsible for protecting toilet rooms made available by Landlord and clean/stock the bathrooms on a weekly basis. If damage or repairs are required at the completion of the project, Contractor shall bear full responsibility. All expected due diligence is a requirement.

27. Personnel and material hoisting shall be provided "free of charge" during the first shift on the freight elevator car. Hoisting of all major deliveries shall be completed on a second shift, or weekend basis, and scheduled forty-eight hours in advance through the Landlord. Contractor shall include in this Proposal the cost of his forces to accept and coordinate the major deliveries as noted.
28. Rubbish removal from the space will be the Contractor's responsibility. Rubbish removal hoisting shall be completed on a second shift, or weekend basis, and must be completed routinely. All labor and dumpsters (Including the loading dock dumpster cost) costs shall be included in Contractor's proposal.
29. Contractor shall be responsible for advising CBRE/Client, and his consultants, of all laws, ordinances, rules, regulations, orders, state and local building codes or requirements of authorities having jurisdiction over the project. If Contractor performs work under the contract knowing it to be contrary to the requirements of the authorities having jurisdiction over the work, and without advising Owner nor his consultants of such requirements, Contractor shall assume full responsibility of such work and all associated cost for appropriate modifications which may be required by authorities having jurisdiction over the work.
30. Contractor hereby waives, and agrees that it shall not record, any lien against the property of Owner or any affiliate arising out of the Contractor's Services.
31. Contractor acknowledges that an AIA 107 contract will be used. No revisions to the standard AIA document will be accepted.
32. Contractor acknowledges that it must have an approved ContractorScore prior to submitting a proposal for this project. Minimum approved ContractorScore is 650 and must be dated within 6 months of the RFP.
33. Contractor to mark up change orders by 10% for GC's, Insurance, & Fee for increases in contract sum. Contractor to reduce by 5% for GC's, Insurance, & Fee for decreases in contract sum.
34. CBRE is piloting a new invoicing procedure through a third party vendor, Textura. **This will only be on projects totaling \$100,000 or more.** This invoicing process must be followed for payment associated with this project. All contractors and vendors associated with this project will be required to sign up for the system, pay the associated fees for the account activation and follow the processes guidelines. Training will be provided to the GC to then train all subcontractors. As an approved vendor in the accounting system, you will be asked to submit invoices electronically to the system with all required backup.



EXHIBIT B – Closeout Documents

General contractor is to provide the following in order using this form as a table of contents in (1) 3-ring binder and (1) electronic copy of flash drive. Final project payment will not be approved until all is received and approved by CBRE Project Manager.

- Project Directory - Contact Information for PM, Design Team, Contractors, Vendors
- Insurance Certificates
- Contractor and Vendor Warranties - (1) year from date of Substantial Completion
- Complete Finish Schedule
- O&M Manuals & relevant product data
- As-Builts have been received and are complete
- Copies of all Permits have been received
- Certificate of Occupancy or similar documentation
- Final Lien Waivers and/or Sworn Statements from General Contractor and all Sub-Contractors
- Punch list items complete and Signed Off



EXHIBIT C – Bid Form

PROJECT WORK DESCRIPTION		BASE BID
01300	Supervision	
01700	Cleaning/Disposal/Protection	
01000	Other General Requirements	
02225	Demolition	
03000	Concrete	
05000	Metals	
06100	Rough Carpentry	
06400	Millwork	
07500	Roofing	
07800	Fire Proofing	
08100	Doors/Frames/Hardware	
08500	Glass/Glazing	
09200	Drywall/Metal Studs	
09300	Ceramic Tile/Stone	
09500	Acoustical Ceilings	
09600	Floor Covering & Base	
	Floor Prep	
09900	Paint & Wallcovering	
10000	Miscellaneous Specialty Items	
10800	Toilet Room Accessories	
11000	Proj Screens, Appliances, Addtl Eqpmt	
12400	Window Coverings	
13800	Fire Alarm System	
15300	Fire Protection/ Suppression	
15400	Plumbing	
15600	HVAC	
16000	Electrical	
16500	Low Voltage	
00600	Insurance	
99999	Permit Allowance	
	General Conditions	
	Overhead & Profit	
TOTAL		\$0

This proposal shall remain in effect for thirty (30) days.

Signed: _____

Title/Company: _____

Date: _____