

Request for Proposal - Owner's Representative

Harvey Public School District 152

Harvey Public School District 152 is seeking proposals for an Owner's Representative for various building projects including the proposed addition to Maya Angelou School.

Fundamental Responsibilities: The fundamental responsibility of the Owner's Representative is to act as the District's representative during all phases of the planning, bidding and construction of the addition to Maya Angelou School and other construction projects as requested by the District.

The Owners' Rep will represent the interests of the District and will report directly to the Superintendent. The Owner's Representative will periodically update the Board of Education.

The Board of Education is interested in working with a firm that has extensive experience as an owner's representative in construction projects for school districts.

Please submit an RFP response that includes:

1. A cover letter of interest identifying the principals of the company and the general approach used for owners' representative services.
2. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project.
3. Describe your firm's process for minimizing Owner's risk throughout a project.
4. **References** - Provide a comprehensive list of ALL RELEVANT educational projects completed or begun within the last 5 years, with brief descriptions and contact information.

RFP responses shall be submitted electronically directly to the Superintendent at jthomas@harvey152.org

Deadline for Submissions – Friday, October 1, 2021 @ 3:00 PM.

Project Contact: Mr. John Thomas, Superintendent, jthomas@harvey152.org (708) 333-0300.