



ADT[^]LEM
GLOBAL EDUCATION

**Request for Proposal
General Contracting
Construction Services**

**Chamberlain College of Nursing
11830 Westline Industrial Dr.
Suite 106f
Maryland Heights, MO 63146**



**CHAMBERLAIN
UNIVERSITY**

June 8, 2017

UPDATE: June 9, 2017

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Request for Proposal
General Contracting Construction Services
Chamberlain College of Nursing
11830 Westline Industrial Dr., Suite 106
St. Louis, Mo 63146
8 June 2017

I. PROJECT COMPENDIUM

Chamberlain College of Nursing is a privately held institution and is the subsidiary of Adtalem Global Education.

The Project - located at 11830 Westline Industrial Dr., Suite 106, St. Louis MO, 63146 will consist of demolition of the work areas and new construction. The construction work will include new ceiling grid and tile, new carpet, wall patching and painting, new HVAC ducts, new ceiling light fixtures, revision to the fire alarm and sprinkler systems, new branding and wayfinding signs, and electrical and IT work. Existing furniture in the current faculty area will be repurposed in the new area. Two existing security door card readers and one security camera will be moved from the current faculty suite and repurposed in the new area. Construction will remodel a faculty area that includes a sink. A wellness room will also be remodeled to include a sink.

Adtalem Global Education (ATGE) has retained the services of ArchInteriors (AI) to provide full architecture design and facility systems engineering with AI's MEP consultant TYLIN International. The Contractor's anticipated services are outlined in this Request for Proposal ("RFP"). No further information will be divulged at this time regarding the Project other than that which is provided herein. ATGE's need for confidentiality requires that any information contained herein and/or disseminated any written and/or oral communication, such as project specifications, scope, organizational intellectual property, etc., be held in confidence by all parties. As such, as responding companies are required to read and agree to the attached Nondisclosure and Confidentiality Agreement included herein. Proposing Contractors that violate this confidentiality requirement may be disqualified from bidding on this Project. Successful award of this Project may require that all parties of the selected business entity, associated team members, and applicable consultants be signatories to a nondisclosure agreement and Adtalem Global Education corporate compliance policy.

This RFP does not create any contractual relationship between ATGE; AI, and/or any other party identified or implied. ATGE reserves the right to accept or reject any and/or all proposals for any reason.

Owner: Adtalem Global Education
Location: Chamberlain College of Nursing
11830 Westline Industrial Dr., Suite 106, St. Louis, Mo 63146

Goals:

- A project that balances construction cost, life cycle cost, operational performance, security, reliability, and maintainability
- Expeditious and cost-effective project delivery
- A facility constructed within ATGE's performance requirements and budget
- Accurate and continual internal and external communication
- Collegial project team collaboration
- Timely information exchange and project documentation

General Baseline Criteria:

- A proper balance of cost, performance, security, reliability, and maintainability

Contract Form:

- Direct with Adtalem Global Education
- Stipulated Sum

Anticipated Schedule:

- Bidders Confirmation to Bid
- RFP issued: *June 9, 2017*
- Signed NDA's Due: *June 12, 2017*
- **MANDATORY** Site Tour 10am to Noon: *June 14, 2017*
- RFI /Clarification Questions Due: *: *June 15, 2017*
- Responses to RFI/Clarification Questions Issued: *June 20, 2017*
- Proposals Due: *: *June 22, 2017*
- Selection and Notification of the Contractor: *June 26, 2017*
- Construction Start: *June 29, 2017*
- Substantial Completion: *August 23, 2017*
- Project Close-Out: *September 5, 2017*

*** Refer to page 13 for contact information**

II. SCOPE OF SERVICES

A. Construction Services

The Contractor represents that, prior to submitting a response to this Request for Proposal; Contractor has carefully reviewed the enclosed documents and inspected the site of the proposed work. In addition, Contractor is fully informed of the conditions under which the work is to be performed. The Contractor further represents that they

have satisfied themselves to the actual conditions of the premises, existing construction, actual elevations, site logistics (including loading dock and hoisting requirements), local code restrictions, and any other conditions affecting the completion of the intended work. It being hereby understood and agreed that no considerations will be allowed subsequently to the Contractor's submission of their response to the Request for Proposal by reason of error, or oversight, on the part of the Contractor or on account of interference by other Contractor's activities.

The required Scope of Services will be pursuant to industry standards for a facility with this profile. This includes but is not limited to:

1. Contractor shall visit the site to verify that he has familiarized himself with the building regarding staging, site and building access, hoisting, existing conditions, etc., and any cost associated with same are included in this Proposal. ***Mandatory site visit, 6/14 from 10am to Noon.***
2. Contractor shall conduct a conditions survey of the existing base building/tenant space prior to turnover by the Landlord and ATGE. The labor, material and documentation tools required for such a survey shall be included in this Proposal. The intent of the existing condition survey is to document the base building conditions/existing tenant space prior to the Contractor's start of construction.
3. Establish a clear organizational structure with true lines of authority in order to carry out the Contract Documents.
4. Contractor shall manage, with his own personnel and qualified subcontractors, all construction work required for the demolition, construction, and refurbishment in accordance with the Contract Documents prepared by the Architect and Engineer. It is the intent of this Request for Proposal to contract with a Contractor who will provide "above" industry standard construction services as referenced in this Request for Proposal.
5. Contractor understands construction will be completed within an existing occupied space with very limited space available for material storage, gang boxes, lay-down, etc. Therefore, work-around strategies such as bringing in material's on a daily basis as required maintaining the project schedule will be required. All costs associated with any work-around strategies due to the limited space availability are included in this proposal.

II.A. Construction Services (continued)

6. ***The building and fire marshal permits are ready for pick up at The City of Maryland Heights, costs are \$2,665.87.*** It is the intent that the Contractor will secure the building permits. The cost of the building permit will be added to the GMP change order at cost without mark-ups. Insert. ***See permit cost line page19***
7. Pre-qualify subcontractors to determine financial credibility, relevant project experience, quality of work and availability.

8. Clarify the scope of work with all subcontractors and materialmen so that the Contract Documents are met. In the event that the interpretation of the meaning or intent of the Contract Documents becomes necessary, ascertain Architect's/Engineer's interpretation and coordinate that interpretation to the appropriate subcontractors and materialmen with a Request for Information (RFI).
9. Identify potential long lead material requirements and establish a program to secure material's to avoid overtime installation labor and premiums to expedite materials. In addition, and if required, advise of alternative material's and/or suppliers which could be substituted for the long lead material's.
10. Contractor shall maintain a detailed and accurate shop drawing and product submittal control system to expedite and track the project shop drawings, product submittals, samples, etc. **The system shall be updated on a daily basis and reported to the Architect, Engineer and other applicable consultants, including the Project Manager for coordination at all weekly Project Meetings.** The schedule responsibility is that of the Contractor and negligence in coordinating the shop drawing process does not relieve Contractor from its contractual obligation for Substantial Completion. Schedule, monitor and implement the flow of all documents and materials for the proper sequence of approvals by the Architect/Engineer so as to prevent delays in the progress of the work.
11. Receive and review, for compliance with Contract Documents, all subcontractor and materialmen shop drawings, submittals, samples and all other required information submitted by subcontractors. All submittals shall be reviewed and commented upon by Contractor for contract compliance prior to submittal to Architect/Engineer.
12. All utilities shall be provided for use by the Contractor at no cost for the duration of the construction.
13. The contractor is responsible for providing portable toilets for use for the contractor employees and all of the sub-contractors for the duration of the project. Portable toilets must comply with building rules and regulation. If any subcontractors use the facilities and dirt, damage and/or repairs are required at the completion of the project, the Contractor shall bear full responsibility.

II.A. Construction Services (continued)

14. Contractor shall clean up all waste materials, rubbish and debris resulting from its operations at such frequencies as required maintaining a clean and safe working jobsite. Contractor shall coordinate the preferred route and/or procedures for the removal of construction debris with the Landlord and/or Building Management and shall coordinate all necessary additional clean-up as part of construction

operations, such that the building corridors, elevators, stairwells and common areas are maintained free from accumulations of waste material, rubbish and debris. All rubbish removal labor, small floor dumpsters and the loading dock dumpster costs shall be included in Contractor's proposal. This work must be completed within the Building Construction Rules & Regulations.

15. There is no personnel and material hoisting. This work must be completed within the Building Construction Rules & Regulations.
16. Contractor shall be responsible for advising ATGE and the PM, and project 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 ATGE or project 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.
17. Contractor shall keep ATGE and the PM advised and copied on all communications with the Architect, Architect's consultants, other consultants or vendors contracted by ATGE for this specific project.
18. Contractor shall be responsible for the structural integrity of the building during, and related to, its construction operations. All structural modifications and concentrated loading of materials must be reviewed and approved through the Landlord and/or Building Management and their respective consultants.
19. All job site security required for the project shall be the responsibility of the Contractor. In addition, Contractor and its subcontractors and representatives shall comply with all security regulations of the Landlord and/or the Building Management shall comply with all security regulations of the Landlord and/or the Building Management.

II.A. Construction Services (continued)

20. Maintain full time superintendent to coordinate and monitor the work.
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. Manage, observe and constantly review the adequacy of the subcontractor's supervision, personnel, materials and equipment on the jobsite. Provide due diligence to investigate the availability of materials and supplies intended by the Contract Documents. Where inadequate availability of materials and/or supplies, direct the necessary actions required to comply with the intent of the Contract Documents.
23. Coordinate and supervise the efforts of all subcontractors and materialmen, and ATGE designated contractors, to ensure that the scope of work is on schedule and constructed in accordance with the contract documents.
24. Coordinate all testing procedures and inspections, including the services provided by others, as required by the Contract Documents, Building Management and local building codes. Keep accurate records of all tests, inspections, findings and reports. Services of independent testing agencies, professional engineers, the Architect and Engineer shall be contracted by Adtalem Global Education, unless otherwise noted in the Contract Documents.
25. Coordinate and exercise regulatory control over all subcontractors.
26. Oversee, manage, supervise and initiate all safety precautions and programs in connection with the performance of the Contract.
27. Maintain a record-keeping system to monitor and track the progress of the work. Such records shall include, but not limited to, correspondence, contracts, purchase orders, meeting minutes, daily reports and logs, progress schedules, jobsite manpower reports, material delivery shipment tickets, shop drawings, etc. onsite to comply with the Contract Documents.
28. Conduct weekly jobsite Foremen's Progress Meetings with subcontractors and materialmen to discuss safety, coordination efforts, procedures, progress, problems, scheduling and open issues.

II.A. Construction Services (continued)

29. Conduct weekly Owner/Contractor Progress Meetings with the ATGE, the PM, Architect and Engineer to discuss coordination efforts, procedures, progress, problems, scheduling and open issues. Contractor shall be required document and issue (in a timely manner) detailed meeting minutes (which include, but are not limited to, Topics, Descriptions, Responsible Party and Anticipated Completion Date).
30. The Contractor shall maintain a detailed and accurate accounting system that shall be necessary for the proper financial management of the project. Contractor's records and receipts shall allow for ready identification of all charges included in subcontracts, purchase orders, change orders, invoices and Application for Payments. ATGE and/or the PM shall have the right to audit, at any time, all of the Contractor's records related to this project and the work.
31. All subcontracts and purchase order agreements for the project will be provided for the ATGE's and the PM's review and shall clearly provide that all the terms and conditions which govern the Contractor shall also govern the subcontractors of every tier.
32. Establish detailed Contract Payment Breakdown applications with each subcontractor and materialmen of their contracted work prior to the submission of the first Application for Payment.
33. Conduct application for payment "pencil review" meetings with ATGE, the PM, Architect and Engineers to ensure timely and accurate approval of Contractor's Monthly Application for Payment.
34. Prepare monthly progress payments and make approvals in accordance with Owner procedures and timetables. All subcontractor and materialmen Applications for Payment shall be submitted to Contractor with a sufficient Trade Payment Breakdown to allow for verification of work completed in the field and summarization of contract values.
35. Contractor claims for additional cost and/or schedule shall be provided in a timely manner and shall not be authorized for reimbursement unless provided to ATGE no later than ten (10) business days from the event giving rise to the claim. This policy shall be strictly enforced by ATGE.
36. Receive, manage and review all change order requests from subcontractors and materialmen. Review unit prices, quantities, time and material tickets for accuracy and contract compliance. Provide adequate supporting backup, i.e., complete detailed labor and material breakdown including breakdown of hourly rates, etc. to justify pricing as required by for Architect, Engineer, PM and ATGE.

II.A. Construction Services (continued)

37. Review all changes orders proposed by ATGE and/or Architect/Engineer and make recommendations regarding practicability, cost and the effect on the completion of the project schedule.
38. Receive, manage and review all requests for changes required by field conditions and/or the progress of the work and obtain approval from ATGE prior to commencement of the work.
39. Implementation of Adtalem Global Education's procedures for processing change orders and extensions of time.
40. Cost and/or schedule changes to the Stipulated Sum Proposal consisting of additions, deletions or modifications shall be authorized by a written Scope Change signed by the Architect, the PM, and/or ATGE. Contractor shall develop and contract for all appropriate unit pricing and hourly rates during the subcontractor bidding phase. Unit prices and hourly rates shall be bid during this phase and negotiated as part of the subcontract agreement. If unit pricing is not appropriate for the specific change, then Contractor shall provide detailed back up and pricing so that the cost claim for the revisions can be properly evaluated by the Architect and ATGE.
41. Final "white glove" cleaning of the tenant space and common area will be required by the Contractor prior to Substantial Completion. Contractor shall include in this proposal the cost to complete the final cleaning. The final cleaning shall include, but not limited to, vacuuming carpets, sweeping and mopping vinyl floor areas, wiping down millwork, door and frame openings, cleaning interior and perimeter windows, general clean-up of bathrooms, etc. as required for a complete final cleaning of the space. ***This requirement shall be considered a "white-glove" cleaning and shall not be performed until approved in writing by ATGE and/or ATGE's Representative.***
42. ATGE reserves the right to terminate the Contractor's agreement, without cause, upon five (5) business days written notice to the Contractor. After such termination, ATGE shall reimburse Contractor for that portion of the work in place, or services rendered, on the date of termination and for justifiable losses arising from Contractor's advanced commitments which cannot be cancelled.
43. General Conditions cost, inclusive of jobsite clean-up labor, rubbish removal, telephones, faxes, etc. shall be specifically included in the Contractor's general conditions proposal and not subsequently purchased under subcontractor costs. This contract provision shall be strictly enforced and shall be immediate grounds for default under the proposed contract format.
44. Contractor shall provide an alternate cost for Builders Risk Insurance associated with the tenant improvement construction

II.B. Post-Construction / Closeout and Commissioning Services

Required services will include Project closeout, assistance with as-built construction documentation consisting of complete and accurate electronic files for the drawings and specifications modified to indicate as-built conditions, and initial startup and operation of the building and systems. ATGE may engage the services of an independent testing and commissioning agent at the completion of the start-up stage. The Contractor is expected to fully participate in this process.

1. Manage and coordinate the completion of the Architect's/Engineer's Punch list in accordance with the approved and accepted schedule for punch list completion. Contractor shall be back charged for time and material charges of Consultants time for delays in completing the punch list work.
2. Prepare documentation for Certificate of Substantial Completion and Final Completion, as well as, procure applicable governmental Certificate of Occupancy requirements.
3. 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 the Architect/Engineer for review and approval.
4. Close all subcontractor and materialmen subcontracts and purchase orders in an expeditious manner and resolve claims/disputes for the final contract acceptance.
5. Compile and turnover all record and close-out documents as required by the Contract Documents.
6. Prepare Final Progress Payment for all subcontractors and materialmen with a sufficient Trade Payment Breakdown to allow for verification of work completed in the field and summarization of contract values.
7. Monitor and track approved, and pending, change order costs to anticipate and estimate the final cost to complete the project. Prepare regular, and at a minimum, monthly cost reports for ATGE's and PM's review and approval.
8. Coordinate with the ATGE's designated vendors, such as furniture installer, mover, specialty contractors, etc., field conditions, hoisting and installation logistics and procedures.

III. RFP RESPONSE REQUIREMENTS

To provide uniformity, and to facilitate comparison of Proposals, all information submitted must clearly refer to the page number, section, or other identifying reference in this RFP. All information submitted must be noted in the same sequence as its appearance

in this RFP. The use of the term ‘Contractor’ herein refers to the proposing Contractor entity, its consultants, subcontractors, vendors, materialmen, etc.

CONTRACTOR PROFILE

1. Organizational Structure

- a. How many years has the Contractor been in business under its present business name? If applicable, list former and/or any other names under which the organization has operated.
- b. What is the ownership form of the Contractor? If applicable, list the state of incorporation.
- c. Provide a Contractor organizational chart.
- d. Identify the Contractor’s different services offered and markets served.
- e. Provide a listing of Contractor offices.
- f. From what office location will the proposed Project Team (“Team”) be staged for this Project?
- g. Provide a standard marketing brochure.

2. Financial Capability and Stability

- a. What is the Contractor’s annual book of business – both company-wide and for the office that will be handling this Project – for the past five years?
- b. Insurance Coverage Requirements – Refer to Article 17 of **Owner-Contractor Contract**. Confirm coverage and provide all applicable certificates of such or indicate ability to obtain the required coverage.

PERFORMANCE

3. Related Project Experience

- a. Complete **Exhibit II – Related Project Experience**.

4. References

- a. **Related Projects** – From the information provided in response to question 3.a above, complete **Exhibit III – Related Project Examples and References**. Provide information for at least five facilities that are substantially similar to the profile of this facility type that have been completed within the past five years. Ideally, examples would include facilities that are currently operating, and/or under construction and near substantial completion.
The chosen examples must include projects on which members of the Team have worked together within the last five years.

III. RFP RESPONSE REQUIREMENTS (continued)

PROJECT MANAGEMENT

5. Work Backlog

- a. Outline the current and future work backlog, and elaborate on how this Project will be properly managed in concert with the Contractor’s other projects/work demands.

6. Team Organization, Size, and Specialized Experience

- a. Provide a detailed Project related organization chart indicating the Contractor's management and respective staffing hierarchies. Include the complete management staff for the Project; this chart should demonstrate the breadth, depth, and size of the Contractor's proposed Team.

It is expected that the Contractor's proposed Team will be assigned to the Project for its complete life cycle. However, it is also a reality that some members of the Team may cease to be employed/ associated with the selected Contractor. Indicate the ability to replace such potential vacancies by providing information regarding the depth of professional capital resources.

- b. Provide résumés that outline the Team Members' qualifications based on previously demonstrated work, including the number of years with their respective company.
- c. Complete **Exhibit IV – Team Member Matrices**.

7. Construction Schedule

Based on the information listed under *Anticipated Schedule* on page 2 above, provide an anticipated detailed Construction Schedule including time frames for:

1. Submittals & Shop Drawings,
2. Ordering and Fabrication of Long Lead Items,
3. Detailed Trade by Trade Construction Sequence,
4. Coordination with Owner's Furniture Installation,
5. Occupancy,
6. Punch List,
7. Closeout, and
8. Other milestones as deemed appropriate for a project with this profile.

Use past experience with similar projects as a benchmark. This effort will evidence the Contractor's experience with similar projects. The Contractor's responsibility will include developing and coordinating the master schedule for all facets of the Project including but not limited to work done by others.

III. RFP RESPONSE REQUIREMENTS GENERAL (continued)

8. Collective Bargaining Agreements and Organized Labor

List all collective bargaining agreements to which the Contractor is party that could affect the completion of this assignment. What are the expiration dates of those agreements? Provide information on exposure to organized labor protests should non-union entities be engaged either through the Contractor or ATGE. Provide how the Contractor would manage an organized labor action against ATGE during the execution of the work.

CONSTRUCTION COSTS

9. Fee, General Conditions and Stipulated Sum Proposal

Complete **Exhibit V –Fee, General Conditions, and Stipulated Sum Proposal**

- a. Pre-Construction:** Identify any costs attributable to Pre-Construction services (N/A, just bid per plans and specs)
- b. Fee:** Identify the total fee and provide the fee as a percentage of construction costs (Hard Costs + General Conditions). Fee is understood to include profit and GC's home office overhead.
- c. General Liability Insurance:** Provide the cost for General Contractor to provide insurance coverage, as outlined herein, which should be evidenced in a Certificate of Liability Insurance.
- d. General Conditions:** The General Conditions is understood to be only the costs related to the staffing of the Project and direct field office expenses of the General Contractor. No home office or subcontractor allocations will be considered to be part of General Conditions. Provide General Conditions itemized breakdown.
- e. Stipulated Sum:** Provide overall Stipulated Lump Sum Proposal itemized per **Exhibit V** setting forth in detail the total payment upon completion of the contract. On General Contractor spreadsheet, provide separate trade break-down including, but not limited to sub-contractor name, sub-contract amount with allowances, and alternates identified per trade.

10. Owner-Contractor Contract

Refer to Attachment B – Due to the time constraints, it is expected that requested modifications to Adtalem's standard form of contract will be minimal if any. Requested modifications received after proposal submittal will not be accepted for ATGE review and may disqualify the respondent as a candidate for the Project.

IV. SELECTION PROCESS and EVALUATION CRITERIA

The Contractor Candidate Companies will be evaluated based on the following criteria as previously provided in this request. (No response is necessary to this specific sheet)

- A. Completeness and format of RFP Response especially:
 - a. **Construction Schedule. Provide sufficient detail to demonstrate understanding of the challenges of this Project.**
 - b. **Exhibit V – Costs**
- B. Proposed Fee and General Conditions
- C. Compliance with the requirements of RFP question #11 – Owner-Contractor Agreement
- D. Performance
- E. Project Management
- F. Fees and General Conditions
- G. Insurance Requirements
- H. Availability of the best team for this Project’s timeframe
- I. Depth of resources to accommodate this Project in light of the GC’s current projects
- J. Ability of the team to work in concert with the overall Project Team
- K. Contractor Profile

Submit questions and RFIs to:

Judy Maki

Adtalem Global Education

judith.maki@adtalem.com

and

Alberto J. Torres

ARCHITERIORS

albertot@architeriors.com

Submit soft copy proposal to:

Judy Maki

Adtalem Global Education

3005 Highland Parkway

Downers Grove, IL 60515

judith.maki@adtalem.com

708-421-1073

ALL SOFT COPY PROPOSALS MUST BE RECEIVED BY

3:00 PM CST

THURSDAY JUNE 22ND, 2017

Exhibit I – Minimum Expected Insurance Coverage

**Adtalem COI is required for contract signing.
Building COI is required for site construction and will be secured after contract is awarded.**

TYPE OF COVERAGE	ATGE's Minimum Coverage Requirements	Contractor's Limits of Coverage
1 - COMPREHENSIVE GENERAL LIABILITY		
General Aggregate	Per Contract	INDICATE COVERAGE
Products and Complete Operations Aggregate	Per Contract	INDICATE COVERAGE
<i>Note: Coverage will include contractual liability coverage that complies with contractor's hold harmless and indemnity obligations as contained in any contract with ATGE. This should include bodily injury, property damage, broad form property damage, personal injury, products, and complete operations for a combined bodily injury and property damage limit as stated above.</i>		
2 - PROFESSIONAL LIABILITY (if applicable)		
Per Occurrence	Per Contract	INDICATE COVERAGE
General Aggregate	Per Contract	INDICATE COVERAGE
<i>Note: Coverage will include professional liability coverage with a limit of liability as stated above.</i>		
3 - AUTOMOBILE LIABILITY		
Combined Bodily Injury and Property Damage	Per Contract	INDICATE COVERAGE
<i>Note: Coverage will be extended to owned, hired, and non-owned vehicles for the limit as stated above.</i>		
4 – WORKERS' COMPENSATION and EMPLOYER'S LIABILITY		
Worker's Compensation		Coverage according to Illinois Compensation statutes. Policy must be endorsed to provide a Waiver of Subrogation in favor of ATGE, its' Subsidiaries' and/or affiliates.
Employer's Liability (Illinois)		
Each Accident – Policy Limit	Per Contract	INDICATE COVERAGE
Disease - Policy Limit	Per Contract	INDICATE COVERAGE
Disease - Each Employee	Per Contract	INDICATE COVERAGE
5 – COMMERCIAL UMBRELLA LIABILITY		
Combined Bodily Injury and Property Damage per occurrence.	Per Contract	INDICATE COVERAGE
General Aggregate	Per Contract	INDICATE COVERAGE
6 – FIDELITY/EMPLOYEE DISHONESTY		
<i>Note: Coverage will be provided for the benefit of ATGE for any employee dishonesty, computer crime, or fidelity exposures performed with a limit of liability acceptable to ATGE.</i>	TBD	INDICATE CURRENT COVERAGE

Group B requirements are required for this project with Adtalem.

Domestic Insurance Requirements				
Page Directions:				
(1) Identify your insurance group, minimum coverage levels, and declaration requirements in the chart below.				
(2) Send a Certificate of Liability meeting these requirements on an ACORD 25 (2010/05) Form to:				
Mail: [REDACTED]				
Email: [REDACTED]				
Fax: [REDACTED]				
Certificate Holder				
[Client Name], all subsidiaries and affiliated				
[Client Address Line 1]				
[Client Address Line 2]				
All Insurance Certificates must include [Client Name] as an Additional Insured, in respect to all work performed for, or on the premises of [Client Name] or any subsidiary thereof.				
NOTE: Limit requirements may be met with an Umbrella Program.				
		Group A	Group B	Group C
Supplier Type:		High Risk Contractors, Environmental Services	Moderate Risk Contractors, High Risk Services	Lower Risk Contractors, Lower Risk Services, Professional Services, Special Projects; Contractors with no on-site work; on-site consultants
Examples:		Electrical, General Contractors, Demolition, Steel Erectors, Elevator Installation, Drilling Landfills, UST Removal, Asbestos Abatement, Waste Haulers, Construction Over Railroads	Plumbing, Masonry, Carpentry, Concrete Work, Snow Removal, Elevator Maintenance, HVAC Repair Doctors, hospitals, medical providers	Drywall Installer, Light Carpentry, Painters, Janitorial, Landscaping, Food Service, Architects, Engineers, Surveyors, Designers, Lawyers, Medical, Transportation, Outside Processors, Equipment Lessors, Purchased Steel
General Liability Minimum Acceptable Levels	Each Occurrence	\$5,000,000	\$2,000,000	\$1,000,000
	General Aggregate	\$5,000,000	\$2,000,000	\$2,000,000
	Product/Comp Operations Aggregate	\$5,000,000	\$2,000,000	\$2,000,000
Workers' Compensation and Employers Liability	Workers' Compensation	Statutory	Statutory	Statutory
	EL—Ea Accident	\$5,000,000	\$2,000,000	\$1,000,000
	EL—Disease—Ea Employee	\$5,000,000	\$2,000,000	\$1,000,000
	EL—Disease—Policy Limit	\$5,000,000	\$2,000,000	\$1,000,000
Certificates must include a Waiver of Subrogation in favor of [Client Name]		Yes	Yes	Yes
Automobile Liability—Symbol 1, Any Auto, Combined Single Limit		\$5,000,000	\$2,000,000	\$1,000,000
"Other" Section: Medical Professional Liability		N/A	If Doctor, Hospital, or Medical Provider: \$1M Per Claim & \$3M Aggregate; retro date prior to start date of work.	N/A
Builders Risk/Installation Floater		Values of the job will drive coverage limit and deductible		
Umbrella		\$25,000,000	\$10,000,000	\$5,000,000
1) Meets General Liability/Umbrella dollar coverage per category assigned by sourcing manager		4) Workers Comp Waiver of Subrogation declared		
2) [Client Name] named as an Additional Insured on General Liability, Auto Liability, and Umbrella (if necessary)		5) Auto Liability minimum met		
3) Certificate Holder declared as [Client Name], all subsidiaries and affiliated companies		6) Worker Comp Statutory Limits box checked		

Exhibit II – Related Project Experience

(Refer to question 3.a)

Use the following format to indicate the Team’s overall Related Project Experience. Provide additional information as deemed appropriate to evidence eminence in this field.

Client/Project Name	Project Description	Construction Cost	Size (RSF)	Start Date	Completion Date
Higher Education Facilities					
Interior Office Environments					

Exhibit III – Related Project Examples and References

(Refer to question 4.a)

Use the following format to provide examples and applicable references for the Team’s Project Related Examples and References. Provide information for at least **five** facilities that are substantially similar to the profile of this facility type that have been completed within the past five years. Examples may also include facilities that are currently either near substantial completion and/or under construction.

The following table is for concept only. Use as much space as needed to provide the following information. Provide photographs.

<i>NAME OF PROJECT</i>	<i>PROJECT LOCATION</i>
<i>PROJECT COST</i>	<i>DATE OF PROJECT COMMENCEMENT and DURATION</i>
<i>SQUARE FEET</i>	<i>TYPE OF CONSTRUCTION CONTRACT</i>
<i>CLIENT REFERENCE INFORMATION</i> Name Address Telephone	
<i>ARCHITECT/ENGINEER</i> Name Address Telephone	
<i>SUBCONTRACTOR REFERENCE – provide electrical, HVAC, and others as deemed appropriate</i> Name Address Telephone	
<i>INDEPENDENT TESTING AND COMMISSIONING AGENT</i> Name Address Telephone	
<i>GENERAL DESCRIPTION</i> Foundation Type Building Structure Building Envelope (Wall and roof assembly)	
<i>TECHNICAL DESCRIPTION</i> Including but not limited to: Power System HVAC System Unique Aspects if any	
<i>UNIQUE SERVICES</i> Describe the unique capabilities and/or services that were utilized on this Project	

Exhibit IV - Team Member Matrices

(Refer to question 6.c)

Use the following format to evidence the Team's expertise, and their collaborative work experience. Provide additional information, as deemed appropriate to evidence the Team's experience. Use the following matrix format for **each** Team member. Note: projects from prior employers may be listed; indicate which projects are such.

TEAM MEMBER: _____					
FUNCTIONAL TITLE: (current title and functional role for this Project) _____					
NUMBER OF YEARS OF EMPLOYMENT WITH CONTRACTOR: _____					
Client/Project Name	Project Description	Construction Cost	Functional Role	Size (GSF)	Duration*

* The team member's time on the project.

Use the following matrix format to indicate which Team members participated on which project. Assign the name of each Team Member to one column as indicated below and indicate what the functional role of the appropriate Team Member was on the applicable project. The intent of this matrix is to indicate the degree to which the **ENTIRE** Team has worked together. Expand the table to accommodate the appropriate number of Team members.

Client/Project Name	Name Of Team Member 1	Name Of Team Member 2	Name Of Team Member 3	Name Of Team Member "X"

Indicate Functional Role in Each Applicable Cell

Exhibit V – Pre-Construction, Cost Estimate, Fee, and General Conditions

<i>Summary Totals</i>	<i>Lump Sum</i>	<i>% of "A - Subtotal"</i>
1 - Pre-Construction Services		
2 - Cost Estimate		
<i>A - Subtotal</i>		
	<i>Lump Sum</i>	<i>% of "Cost Estimate"</i>
3 – Fee (Overhead and Profit)		
4 - General Conditions		
<i>B - Subtotal</i>		
Cost Estimate Total (A + B)		
Voluntary Add/Alternates Allowances (Include GCs, Fee/Overhead and Profit, Insurance, and Bonding)		

<i>Item</i>	<i>Costs</i>	
1 - Pre-Construction Services	Lump Sum	
<i>a) General Assistance</i>		
<i>b) Scheduling Assistance</i>		
<i>c) Estimating Assistance</i>		
1 – Pre-Construction Services Total		
2 – Construction Cost Estimate	Lump Sum (for Division 2 - Site Work Only)	
Division 2 – Site Work		
	Lump Sum	\$/GSF
Division 3 – Concrete		
Division 4 – Masonry		
Division 5 – Metals		
Division 6 – Wood and Plastic		
Division 7 – Thermal/Moisture Protection		
Division 8 – Doors and Windows		
Division 9 – Finishes		
Division 10 – Specialties		
Division 11 - Equipment		
Division 12 – Furnishings		
Division 13 – Special Construction		
Division 14 – Conveying Systems		
Division 15 – Mechanical		
Division 16 – Electrical		
Division 17 – Permit Costs	\$2,665,87	N/A
2 – Construction Cost Estimate		

Attachment A – Nondisclosure and Confidentiality Agreement

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This Confidentiality and Non-Disclosure Agreement (“Agreement”) made by and between Adtalem Global Education Inc., a Delaware corporation, together with its subsidiaries and affiliates (“Adtalem”), and Chamberlain College of Nursing a Delaware, corporation having a principal place of business at 11830 Westline Industrial Dr., Suite 106, Maryland Heights, MO 63146, (“Company”) is effective as of this date of June 9, 2017.

WHEREAS, Adtalem and Company contemplate entering into a business transaction; and,

WHEREAS, the discussions of the proposed business transaction between Adtalem and Company will entail the disclosure of non-public information by each party to the other party;

Now, therefore, in consideration of the mutual covenants contained herein, the parties contract and agree as follows:

1. Confidential Information. For purposes of this Agreement, “Confidential Information” shall mean all non-public data, information, trade secrets or analysis of one party (“Disclosing Party”) which is disclosed or revealed to the other party (“Receiving Party”) or to which the Receiving Party is exposed to or has access to by virtue of attending the Disclosing Party’s facilities, including but not limited to non-public marketing, educational and business plans, business affairs, software, software documentation, product calendars, intellectual property, trade secrets, customer lists, methodology, processes, procedures and any other information (whether tangible or non-tangible) which is marked or designated as confidential or which by the circumstances of its generation or handling the Receiving Party knows or reasonably should know is confidential. In addition, and provided that the above conditions are satisfied, the fact that discussions concerning the proposed underlying business transaction are taking place will also be deemed Confidential Information. Any compilation, report, or analysis which contains or is prepared using Confidential Information shall also be considered Confidential Information. Anything created by Company in contemplation of Company’s provision of products and/or services to Adtalem that includes, makes reference to, is derivative of or in any way based on (or on knowledge of) Adtalem Confidential Information, shall be Adtalem Confidential Information and shall be deemed to be work made for hire that is owned by Adtalem upon creation.

Confidential Information shall not, however, include any information which:

- (a) is in the public domain at the time of disclosure to Receiving Party;
- (b) becomes publicly known through no wrongful act of the Receiving Party;
- (c) has been properly and lawfully disclosed to the Receiving Party by a third party without restriction on disclosure and without breach of any confidentiality obligation by said third party;
- (d) has been independently developed by the Receiving Party as demonstrated by written records; or
- (e) is required to be disclosed pursuant to law or order of a court of competent jurisdiction.

2. Ownership of Information. All Confidential Information in whatever form (including, without limitation, information in computer software or held in electronic storage media) shall be and remain property of the Disclosing Party. All such Confidential Information shall be destroyed or returned to the Disclosing Party promptly upon written request and shall not be retained in any form by the Receiving Party. Notwithstanding the return or destruction of any Confidential Information, the terms and conditions of this Agreement as to the protection and security of such Confidential Information shall remain in full force and effect.

3. Non-Disclosure. Except as expressly authorized by the Disclosing Party in writing, the Receiving Party shall neither disclose nor use any Confidential Information except to evaluate and discuss the proposed business transaction or to perform services or provide goods to the Disclosing Party. Receiving Party will not disclose any Confidential Information to any contractor, subcontractor or non-employee agent except with Disclosing Party’s prior consent and provided that such contractor, subcontractor or non-employee agent agrees in writing to likewise be bound by the terms of this Agreement. These obligations of non-disclosure and non-use shall continue for five (5) years following the last date of disclosure under this Agreement. Notwithstanding the foregoing, however, and without limitation thereon, Receiving Party’s obligations with regard to any proprietary software (e.g. the Software) (including without limitation any documentation, products plans,

specifications, training materials, object code and/or source code therefore), non-public financial information, non-public client/prospect information or any information that constitutes a trade secret of the Disclosing Party will survive in perpetuity, subject to the exceptions provided for in Section 1 of this Agreement.

4. Further Obligation. Each party understands and agrees that no contract or agreement providing for the proposed underlying business transaction involving the parties shall be deemed to exist unless and until a final definitive written agreement has been executed and delivered. For purposes of this section, the term “final definitive agreement” does NOT include an executed letter of intent or any drafts, correspondence or other documentation, whether or not constituting a contract but for this paragraph, nor does it include any written or verbal acceptance of an offer to bid. The parties also agree that unless and until a final definitive agreement between the parties for the proposed underlying business transaction has been executed and delivered, neither party will be under any legal obligation of any kind whatsoever with respect to such a transaction by virtue of this Agreement except for the matters specifically agreed to herein.

5. Equitable Relief. Each party acknowledges and agrees that monetary damages may not be a sufficient remedy for breach or threatened breach of the obligation of confidentiality set forth herein and that equitable relief by injunction or otherwise is appropriate and shall be granted in the discretion of the court in event of a breach. Each party recognizes and agrees that nothing contained in this Agreement shall be construed as granting any rights, by license or otherwise to the Receiving Party in or to any Confidential Information disclosed pursuant to this Agreement.

6. Miscellaneous.
- A. This Agreement and the disclosure and receipt of Confidential Information do not create or imply any right conferred, by license or otherwise, in any Confidential Information or in any patent, trademark, service mark, copyright or other intellectual property.
 - B. This Confidentiality Agreement: (i) is the complete agreement of the parties concerning this subject matter and supersedes any prior such agreements; (ii) may not be altered or amended except by a further written document signed by both parties; and (iii) is executed by authorized representatives of each party.
 - C. This Agreement shall be deemed entered into in the State of Illinois and shall be governed and construed in accordance with the laws applicable to contracts made and to be performed in that state, excluding any conflicts of law provisions. In the event any clause of this Agreement is found by a court of competent jurisdiction to be illegal or invalid, such clause shall be deemed severed and shall not affect the legality, validity or enforceability of the remaining sections of this Agreement.

Adtalem Global Education Inc.

[Insert Company Legal Name]

Authorized Signature

Authorized Signature

Name (typed or printed)

Name (typed or printed)

Title

Title

Date

Date

Attachment B – Owner-Contractor Contract

Refer to the following PDF available in a link that will be sent via email:

- **Adtalem_Short Form CG Contract_ St. Louis-v1_6.8.17**

The share file link will be sent by the Architect following the email invite to bid.

Attachment C – List of Drawings

Refer to PDFs named:

- **2017-04-03 CCN STL Permit-Bid Drawings_r3.pdf**

The share file link will be sent by the Architect following the email invite to bid.

PDF documents are available at the link you will receive.

Only the person that received the email invite to bid will have access to the link that is being sent.

Attachment D – Building’s General Contractor Rules and Regulations

- Provide current certificate of insurance indicating
 - **SUMMIT WESTLINE INVESTORS, LLC AND TRILOGY REAL ESTATE, LLC
D/B/A SUMMIT MANAGEMENT GROUP AS ADDITIONAL INSURED.**
 - **CERTIFICATE HOLDER – SUMMIT MANAGEMENT GROUP**
 - ***Insurance coverage amounts to be provided after contract is awarded***
- Provide name and cell phone numbers of personnel that can be reached after hours in the event of an emergency.
- Provide a list of all the contractors and contact information.
- Contractor parking to be in the east end parking lot.
- Filter media needs to be placed over the HVAC return air intakes that are in the construction area.
- Major demo to be completed after hours.
- Permitting through local authorities required.
- Fire sprinkler contractor must be approved by Property Manager.
- Dumpster to be located on skids in the area next to the trash enclosure along the south side of the property.
- After completion of the project provide as-built drawings for the Owner’s file.
- Provide photos of updated electrical panel schedules.
- Any HVAC work to be completed by Jarrell Mechanical, the mechanical contractor used exclusively at the property.
- Provide an HVAC air balance report upon completion of the project.
- Notify the property manager of any fire alarm/fire sprinkler work in advance so that the system can be taken out of service.
- Notify the property manager when the work is complete at the end of the day so the system can be put back in service. The subcontractor is required to stay on site until the system is back in service and the fire alarm system is cleared.
- No torch cutting or welding is allowed until notification has been given to the property manager.
- All fire safety precautions must be in place.
- After completion provide copies of the one year warranties from each subcontractor.
- A signed punch list indicating all items have been completed to the tenant’s satisfaction.
- Copies of lien waivers from all who received monies for this project.

- **The following vendors must be used for HVAC; Fire Panel, and Sprinkler work:**
 - **HVAC, Jarrell Mechanical Contractors; P: 314.291-0100**
 - **Fire Panel – Siemens**
 - **Tamila Matsyuk, P: 314-17-1100 tamila.matsyuk@siemens.com**
 - **Sprinklers -United Fire Protection**
 - **Charlie Vaughn P: 314-773-9600, charlie@ufpstlouis.com**

Attachment E – Additional Details of Work

- **Contractor must provide a detailed construction schedule with the bid proposal.**
- **Adtalem & Chamberlain College of Nursing has the following construction start and substantial completion schedule that should be met by the contractor’s schedule.**

40	Construction Start	0 days	Thu 6/29/17	Thu 6/29/17	38
41	Construction Duration	40 days	Thu 6/29/17	Wed 8/23/17	40
42	Substantial Completion	0 days	Wed 8/23/17	Wed 8/23/17	41
43	FF&E Installation	8 days	Thu 8/24/17	Mon 9/4/17	42
44	Project Close Out	1 day	Tue 9/5/17	Tue 9/5/17	43

- **PDF’s of all documents are available at the share link you will receive via email.**
- **A Word document version of the RFP will also be available at the link, please use page 19 to submit your bid on bid due date.**
- **The share file link will be sent by the Architect following the email invite to bid.**
- **The Confidentiality agreement must be signed and returned as stated on page 2, it is required to attend the Mandatory site visit and to bid the project. The Word document pages 20 & 21 can be used to insert the required contractor information.**
- **Counter signed confidentiality agreements will be provided to all contractors.**