

Request for Qualifications

*Local School District is seeking to engage an architectural firm to complete two facilities planning projects.

1. 10-year Health/Life/Safety Survey and Report for the high school (conducted in summer 2025; presented upon completion)
2. Facilities Master Plan that includes:
 - Assessment/prioritization of current/short-term needs
 - 5-year, 10-year, 15+ year vision for upgrades/projects based on needs assessment and input from various stakeholders, including students, staff, administration, school board members, and parents through the strategic planning process in the fall of 2025
 - Use of software while developing the master plan
 - Estimation of potential costs involved with upgrades/projects
 - Tentative completion date: December 2025

Timeline for Selecting a Firm

The following is a proposed schedule for the selection of firms to provide architectural services (subject to change by the District):

- December 16th, 2024-RFQ is released.
- January 6th, 2025-last date for respondents to send clarification/questions to the superintendent at email address.
- January 15, 2025- 11:00 a.m. submissions are due
- January 21st-24th, 2025-Possible interview with short listed firms to be selected for interview
- Late January-Early February-facilities committee interviews finalist.
- February 19th 2025 Proposed board action on firm to provide services.

Process for Selecting a Firm

The process for selecting a firm will include a review of qualifications submitted by each firm (see below). This review will be conducted by the Board's Facilities Committee. This review will also include an interview with each firm by the committee, which includes the superintendent, two board members, and the facilities director. Interviews would take place late January-early February. The committee will then make a recommendation to engage a particular firm to the full Board for approval at February 19th 2025 board meeting (or such other date as determined by the Board). The selection process will be done in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/0.01 et seq.).

This Request for Qualifications ("RFQ") is not an invitation for bid: responses will be evaluated based on qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, insurance levels and such other factors as the District may determine. There will be no public opening and reading of responses received by District pursuant to this request. District reserves the right to reject any or all proposals, or parts thereof, and to waive any or all technicalities. Omission of any information may be sufficient cause for rejection of a statement of interest.

Desired Items for Submission

Submissions of qualifications should include the following:

1. Examples of previous K-12 projects
2. At least 3 references from K-12 districts in Illinois
3. Description of typical approach to master plan design

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4. Samples of master plans developed for other districts
5. Sample schedule/timeline for master plan development
6. Other information that demonstrates that the firm would be a good fit with the district

Submissions should be sent electronically to [Superintendent](#) by 11:00 a.m. on Wednesday, January 15th, 2025 –

Contact with questions:

Superintendent

217-877-2023