

REQUEST FOR QUALIFICATIONS: ARCHITECTURAL SERVICES

Notice is hereby given that District #123 is seeking proposals for architectural services for the school district.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request.

All materials submitted pursuant to the Request for Proposals, including the letter of interests, statement of qualifications, and performance information as described above in this Notice, must be submitted to the School District **no later than 11:00 a.m. on January 19, 2024**. These materials should be submitted to the Superintendent.

Schedule

The following is the proposed schedule for the selection of firms to provide architectural services:

- December 14, 2023 RFQ Released
- January 5, 2024 Last date for respondents to send clarifications / questions
- January 19, 2024 11:00 a.m. Submissions due
- January 22-26, 2024 Possible Interviews with short-listed firms
- January 30, 2024 Selected firm notified and contract negotiations begin
- February 9, 2024 Committee recommends firm for board approval
- February 12, 2024 Proposed board action on firm to provide services

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing **by email** only
To:

Superintendent

[Contact Info](#)

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. It is the responsibility of each respondent to verify the status of all addenda prior to submittal.

Oral and other interpretations or clarification will be without legal effect.

Selection Process

The selection process will follow a qualifications-based selection (QBS) procedure. Statements of Qualifications submitted will be reviewed by a committee of District administrators and other personnel. Firms will be evaluated based on the following factors:

- History and depth of firm working with unit school districts
- Capability to perform a range of services and provide a broad depth of expertise
- Relevant project experience, including statements from listed references
- Qualifications of the key team members proposed
- Likelihood of developing a successful long-term relationship with the firm
- Ability to facilitate community and stakeholder engagement

General Information, Notifications, and Purpose

- a. Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b. Joint venture and/or cooperative professional teams will be considered.
- c. All providers of related services (e.g.: Mechanical, Electrical, Plumbing, Structural engineering, etc.) and their statement of qualifications will be included in the submittal.

General Terms and Conditions

- a. All costs associated with developing or submitting a qualifications statement in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The District assumes no responsibility for these costs. This RFQ does not commit the District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b. This RFQ does not commit the District to enter into a contract. The District reserves the right to award, or not award, a contract in response to this RFQ or in any responses received. The District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c. The contract, if awarded, will be awarded to the respondent(s) whose submittal(s) is deemed most advantageous to the District, as determined by the selection committee, upon approval of the District's Board of Education.
- d. The District reserves the right to contact any respondent for clarification, interviews or to negotiate if such is deemed desirable by the District.
- e. The purpose of this Request for Qualifications is to identify an experienced architectural services firm with the best combination of qualifications.
- f. Requests for site visits and introductory meetings will not be allowed.

- g. All respondents are prohibited from making any contact with the District personnel, Board of Education, or Superintendent or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person(s) designated herein. The District reserves the right to disqualify any respondent found to have contacted the any District personnel in any manner with regard to the RFQ.

General Description of Scope of Services

- a. The selected architectural firm will become part of a project team consisting of members of the District and community stakeholders and to perform services as required.
- b. The project team may be requested to:
 - i. Attend meetings with District administrative staff as necessary.
 - ii. Attend District Board of Education meetings as necessary.
 - iii. Develop preliminary drafts of the project program for District review and comment.
 - iv. Consult with District on budgetary and funding matters.
 - v. Consult with the District on project scheduling considerations.
 - vi. Consult with the District on general concepts of the project scope of work and project needs.
 - vii. Work directly with District's Director of Buildings and Grounds..
 - viii. Perform other duties as needed by the scope of services required.
- c. The firm's services and product provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

Statement of Interest

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work. Highlight key distinguishers and team qualifications.

Firm Description – Provide the following:

- Firm name, address, web address, telephone number
- Confirm that the distance from the office to be working on the project, to the District Office, is within the specified distance
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name. List any previous names of firm and years of business under each name
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, etc.). The office

designated to serve the District, in the qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.

- Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm.

Minimum coverage to be as follows:

General Liability \$1,000,000/\$2,000,000

Automotive Liability \$1,000,000

Professional Liability \$1,000,000/\$2,000,000

Worker's Compensation [Statutory Limits]

Insurance company must have a rating of "A.M. Best Rating of A"

Congerville-Eureka-Goodfield CUSD 140 must be named as additional insured on a primary/non-contributory basis and include a waiver of subrogation in favor of the District.

Note: The short-listed firms may be requested to provide a copy of the firm's financial statements.

- List any litigation within the last 5 years, including any matters resolved through mediation, arbitration, or settlement, matters in which a lawsuit was filed but subsequently withdrawn or dismissed, or matters in which a lawsuit was filed and a judgment was obtained, arising out of any design work for any school district; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a school district and, if so, for what reason. Please list the name and contact information for each school district.

Firm Experience and Capabilities

- Provide a summary of school districts you have provided services for in the last ten years. Indicate type of projects and services provided
- Provide highlights of successful partnerships with unit school districts including successful work on a variety of projects ranging from early childhood through high school facilities. Provide images of work that demonstrate this breadth of experience.
- Provide project sheets or more detailed information of 5-7 recent projects that best represents the range of expertise of the firm. Include projects that cover both infrastructure/envelope improvements as well as modernization of learning environments.
- Provide examples of where you have led school districts through a master planning process that was geared toward building improvements closely connected to a vision for how students learn in a modern, future ready environment.
- If your submittal includes affiliated firms, outside engineering or specialty consultants (e.g., engineering or planning consultants), please identify them and provide background on your past working relationship with the firms.

Firm Workload

- Provide a list of projects for which your firm is currently under contract as an architectural firm with emphasis on projects for public school districts
- Provide the percentage that educational projects made up of your total project workload in the last twelve months.

Key Personnel & Experience

- Provide a simple organizational chart identifying key members of the firm, including consultants that would make up the project team.
- Provide resumes of project designers, managers, key staff and consultants relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Provide longer resumes or condensed bios in line with their proposed role servicing the District.

Project Approach

- A condensed summary of the methodology your firm would use in conducting work from project inception to acceptance. Highlight both the building assessment and master planning process, as well as a general overview of the firm's approach to successfully delivering design and construction projects. Within the later, address approaches or philosophies of the firm regarding:
 - quality assurance and quality control
 - project scheduling and cost estimating
 - investigate bidders
- Provide representative examples of master planning documents for no more than 3 school districts that convey the depth and quality of a deliverable.
- Please include a summary of your viewpoints on the various project delivery methods that are available to school districts to deliver design and construction projects. Highlight special capabilities of the firm that will help the District understand any unique expertise.

References

- Provide a minimum of five (5) references for architectural services performed for educational facilities in Illinois in the last five (5) years. References should include at least one Superintendent, one school business official, and one facilities director.

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