

Request for Qualifications
Architectural Design Services

Request for Qualifications

Architectural Design

Services

The School District is soliciting Statements of Interest and Qualifications from qualified firms to provide Architectural Services, as per (50 ILCS 510) Local Government Professional Services Selection Act and (30 ILCS 535) Architectural, Engineering, and Land Surveying Qualifications Based Selection Act, to assist in the design of projects related to a potential upcoming referendum in the Spring of 2025. Successful consultants may be considered for continuation of the work including design development, contract documents and contract administration. Please note this request for qualifications (RFQ) is not an offer on the part of the School District, and that the School District reserves the right to reject any and all responses to the RFQ (hereafter referred to as "proposals"), to waive informalities and technicalities in the proposals, to request clarifications of proposals, and to accept the proposal deemed most favorable to the School District after the proposals have been examined and evaluated. The acceptance of a proposal or ranking of a firm as the most qualified firm does not bind the School District to engage the firm. It shall also be understood that in no event shall the School District be responsible for any costs of preparing your proposal.

To receive the Request for Qualifications (RFQ) submittal instructions or for questions regarding the content of the Request for Qualification, please contact John Smith using any of the following methods:

Mail: Contact info

Telephone:

E-mail:

Five (5) copies of the completed response must be received no later than 10:00 a.m, June 10, 2024, at the Central Office located at the above address.

Any interpretation of the RFQ will be made only by addendum duly issued by the Supt. A copy of such addendum will be emailed to each person who has provided his/her email address to the School District. Failure on the part of the prospective submitter to receive a written interpretation prior to the time of the opening of proposals will not be grounds for withdrawal of its proposal. Oral explanations or representations will not be binding.

A proposal may be withdrawn or changed if written notice of the withdrawal or change is received in writing, prior to the latest time specified for submission of proposals. Changes may be made only by substitution of another proposal prior to the latest time specified for the submission of proposals.

Proposals must be valid and binding for a minimum period of 60 days after the date set for the award.

Upon the Board of Education’s designation of the most qualified firm, the successful firm shall be required to submit a proposed contract for the services covered in this RFQ and the firm's proposal. Any contract will be subject to review by the Board of Education's legal counsel and must be on terms fully acceptable to the Board of Education before it is signed. No contract or agreement will be implied, final, or in effect between the Board and a selected submitter until acceptable contract terms have been reached. The successful firm must enter into an executed contract with the Board in order to finalize the award of the proposal. If mutual agreement on contract terms cannot be reached, the District will proceed to negotiations with the next most qualified firm, as determined at the discretion of the District.

The terms of the RFQ and all of our conversations are considered “Confidential Information” as defined in the Mutual Confidentiality Agreement executed by the District and the firm submitting the RFQ. Information submitted and conversations between the parties will be treated by all parties as “Confidential Information” and will not be disclosed except as otherwise required by law. Firms should clearly identify and mark all information submitted in its proposal which it considers to be trade secret, commercial, or financial information exempt from disclosure pursuant to the Illinois Freedom of Information Act.

Schedule

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

Thursday, May 16, 2024	RFQ released
Friday, May 24, 2024	Optional tour of facilities (THS & TMS), 10-12am, start at the High School
Thursday, May 30, 2024	Last Date for respondents to send clarification / questions
Monday, June 10, 2024	Submissions Due; evaluation of qualifications begins
Friday, June 14, 2024	Successful short-listed and unsuccessful firms notified
Week of June 17 , 2024	Facilities Committee conducts interviews with short-listed firms if needed Committee recommends firm for Board Approval
Monday, June 24, 2024	Potential Board Approval
Monday, July 1, 2024	Possible Selection Notification

Introduction

The School District is requesting qualifications for architectural services as it relates to the K-12 environment. Successful consultants may be responsible for work that includes design development, contract documents, and contract administration. The district is conducting a potential referendum for the purpose of requesting authorization to issue general obligation bonds to consider construction of a new middle school (or seventh and eighth grade center), a high school fine arts center/theater, and possible renovation of other schools. The exact nature and makeup of these projects will be determined by the school board in the coming months.

Background

This is a public school district with 7 school buildings housing a total of approximately 4000 students. The following is basic information about our schools:

Building	Grade Level	Student Population	Square Footage	Stories
High School	9-12	1175	224,533	2
Middle School	6-8	947	112,837	1
1 Elementary	PK-5	816	98,553	2
2 Elementary	PK-5	720	105,995	2
3 Elementary	PK-5	220	29,144	1
4 Elementary	K-5	130	50,876	2
High School Alt Ed	9-12	30	6,097	1

Scope of Services

1.1 Assist in Determining Programming Needs for New Facilities

This task involves meeting with district staff members to determine the programming needs of the spaces within each of the facilities being considered.

1.2 Community Outreach

This task involves the firm assisting with community input forums and/or surveys, allowing the community to weigh-in on the options for new facilities. Community input forums may be held to provide community members information and seek feedback from them.

1.3 Estimate Probable Construction Cost and Schedule

This task includes identifying and projecting all costs associated with recommended facility additions, renovations, and improvements. This includes factors for contingency and escalation based upon projected timeframes for project implementation.

1.4 Prepare Options for New Facilities for Presentation and Display

This task involves assisting with the preparation of drawings for new facilities that can be uploaded to the District's website and can be easily accessed by the District's constituents.

1.5 Project Design

The chosen firm(s) may be asked to perform additional architectural responsibilities including:

- Anticipated building design includes, but is not limited to: architectural design of the building; design of all building electrical, mechanical and plumbing systems; estimation of project construction cost; interior design services; fixture and equipment bid documentation. Architect shall provide all drawings, specifications and bid documents necessary for bidding and completing the development and construction of the project, and prepare the contracts between the school district and successful bidders for review by the school district and subject to approval by the school district.
- Anticipated site design includes, but is not limited to, development of site plan, including location of sidewalks, parking, landscaping, and systems to provide water, sanitation and storm water management for potential new buildings or additions.

- Anticipated construction administration services include, but are not limited to: conduct pre- bid conferences; evaluate bids and provide a recommendation to the school district for contract awards; conduct pre-construction conferences; conduct regular site inspections and attend scheduled site meetings; provide observation of contractor's operations and work to determine compliance with plans and specifications, quality of workmanship and progress including a written report to the school district every week at a minimum until final acceptance of work; review shop drawings and contractor's submissions; process payment applications; provide clarifications, proposal requests, and change orders; conduct preliminary punch-list review; coordinate preparation of O & M manuals and warranties; and final inspections for compliance with contract documents and code requirements.

Firm Requirements

Architectural firms shall comply with the following requirements to be considered for selection. Qualifications submitted by firms failing to meet these requirements shall be considered nonresponsive.

- Architects shall be AIA licensed to practice in the State of Illinois and shall be registered with the Illinois State Board of Architecture.
- The responding firm shall be located within Illinois or Missouri.
- The responding firm shall have recent experience designing K-12 school buildings.
- The firm shall carry and maintain a minimum of:
 - \$2,000,000 professional liability insurance coverage
 - \$2,000,000 general liability coverage
 - \$1,000,000 Automotive Liability
 - Worker's Compensation [Statutory Limits]

This insurance coverage shall be provided at no additional cost to the School District and shall named the School District as an additional insured. The insurance required of the successful firm shall be primary and noncontributory.

- The firm shall be capable of meeting the project schedule and have the resources available to begin and complete each phase of work.

Proposal Format and Selection Criteria

Proposals should be typewritten, concise, straightforward and must address each requirement and question. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement. In addition, submittals are required to include a cover letter containing an introduction and the name, address, telephone number and e-mail address of the person or persons authorized to represent the institution regarding all matters related to the proposal. Cover letter should also include the number of years in business and the date the firm was established. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

Provide the following business information for your firm:

- Company name
- Address
- Telephone
- Website URL (if applicable)
- Name and email of main contact
- Federal tax I.D. number
- A brief description and history of the firm including any previous names of firm and years of business under each name
- Number of employees (licensed professionals, technical support, etc.)
- Location of office where the bulk of services solicited will be performed

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting a firm for architectural services. The evaluation criteria are as follows:

2.1 Project Approach

Describe your firm's approach and methodology for completing the tasks in the Scope of Services.

Describe any experience with, and your firm's process, to successfully engage community stakeholders through a referendum.

Describe your firm's approach to project scheduling and cost estimating within the environment of the educational sector.

Describe also how your firm would approach working with the District to complete a new middle school building project and a high school fine arts center/theater. This approach

should include the methodology that your firm would use in conducting a project from inception to completion by the start of the 2026-27 school year.

Include anticipated involvement from key stakeholder groups, meeting/workshop facilitation, presentations and approval procedures. Present a preliminary schedule for the same, including key milestones and deliverables.

Describe the firm's ability / experience to work in the District's local region. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.

2.2 Record of Past Performance

- Demonstrated experience and excellence in projects with comparable scale, complexity, and function.
- Proven capabilities for providing conceptual design of education facilities. Firms are asked to submit appropriate graphic material supporting analysis, thoroughness, and clarity (may be the same projects).
 - Firms are asked to submit up to five examples of projects indicating preliminary estimates and actual construction cost accuracy.
 - Firms are asked to submit up to five projects graphically showing preliminary design and actual built product.
- List any litigation, arbitration, or alternative dispute resolution within the last 5 years of which the firm (under current or previous names) has been a party, arising out of any design work for any client 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. If so, list the name and contact information for the school district.

2.3 Competence and Ability of Professional Personnel

Qualifications of the principals and project team members proposed for the project, including a clear definition of their primary responsibility. The section shall also include:



- An organizational chart for all members in the designated design team. List any in-house or out-of-house special consultants. Identify their function within the design team.
- Indicate members who would be working as a part of the team with the District and their roles. Indicate the name of the person(s) that will be designated as the project manager and principal design manager. Indicate the person who will serve as the point of contact for all matters relating to management of contract and design services.

2.4 Willingness to Meet Time and Budget Requirements

- Indicate your intent to complete the work within the negotiated fee and include general references where this has been accomplished.
- Present an outline of the basic work plan anticipated to accomplish the work.

2.5 Related Experience on Similar Projects

List up to five projects completed within the past five years, or currently under construction related to the K-12 environment. Include the project name, client, year of completion, value in place, and reference contact. These may be the same projects listed in 2.2.

Provide a list of all School District clients for which you have provided services for in the last 10 years. Include project description (whether the project involved planning, new construction, additions, or renovations); the type of architectural, engineering, other services and delivery method that you provided; as well as client contact information.

2.6 Recent/Current and Projected Workload of the Person or Firm

Evaluate the recent, current, and projected workload of the firm based on the following criteria:

- Number of current projects, present workload, and where possible, projected workload for the period in question, for those individuals proposed to work on the District's projects.

- Agreement, unless prevented by circumstances outside of the firm's control, to retain the project manager and the principal design team member on the project until all work under this contract is complete.
- Availability of all personnel listed in this section.

If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.

Procedures for Submission

Architects wishing to be considered shall submit five (5) copies of the completed response to the below contact and address. All responses must be received via mail. Emailed or faxed submissions will not be considered. Submissions must be received no later than 10:00 a.m, June 10, 2024, at the office of:

Contact info

END OF REQUEST FOR QUALIFICATIONS

General Terms and Conditions

- 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 school district assumes no responsibility for costs. This RFQ does not commit the school district to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- This RFQ does not commit the school district to enter into a contract. The school district reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The school district reserves the right to waive informalities and irregularities in the submissions of qualifications received. The school district also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- The 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.
- The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the school district, as determined by the selection committee, upon approval of the school district Board of Education.
- The school district reserves the right to request clarification of information submitted and to request additional information for any response.
- Requests for site visits will not be allowed beyond the tour of facilities on Friday, May 24, 2024 at 10 AM.
- All Proposers 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 to the person(s) designated herein.
- The school district reserves the right to reject any and all responses, and to waive minor irregularities in any response.
- The school district reserves the right to award the contract at its sole discretion to the firm determined to be the most qualified.

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

REPRESENTATIONS AND CERTIFICATIONS

The contractor makes the following representations and certifications as part of the proposal on the project herein identified in Section 2.1 Project Approach.

AVAILABILITY. The number and amount of contracts and awards pending which contractor will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely execution of the work.

Initials _____

CERTIFICATE OF ELIGIBILITY TO CONTRACT. Pursuant to Section 33 E-11 of the Illinois Criminal Code of 1961 as amended, contractor hereby certifies that neither they nor any of the officers, partners, or owners of this business have been convicted in the past five years of the offense of bid-rigging under Section 33 E-3, nor bid-rotating under Section 33 E-4, nor bribing or attempting to bribe an officer or an employee of the State of Illinois, or made an admission of guilt or such conduct which is a matter of record.

Initials _____

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT.

Pursuant to Section 3 of the Illinois Drug-Free Workplace Act, having twenty-five or more employees, contractor does hereby certify that they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract by complying with Illinois Drug-Free Workplace Act, and, further certifies that they are not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Initials _____

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY.

Pursuant to Section 2-105 of the Illinois Human Rights Act (775 IL-CS5/2-105), contractor certifies they have a written sexual harassment policy that includes, at a minimum, the following information: (I) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and compliant process available through the Department of Human Rights Commission; (vi) directions of how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Initials _____

Signature of Officer

Date