

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
Issued September 30, 2021
LaGrange Highlands School District 106

Introduction

The Board of Education for LaGrange Highlands School District 106 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510/) Local Government Professional Services Selection Act.

The services of the selected Architectural Firm shall consist of the design of a six to ten classroom addition on the west end of the existing building. The addition must be incorporated into the front facade of the school in a manner that is functional and visually appealing. The structure may be an entirely new building or added on to the existing building. Additional details will be shared once the top three architects are chosen. The purpose of this RFQ is not to offer proposals, but rather to demonstrate the ability of a firm to perform this work.

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.

RFQ Submission

RFQ's are due by **October 15, 2021 at 9:00 a.m.** local time. Timely delivery is at the risk of the respondent. Any submittals received after the deadline will be rejected.

Please submit:

Two (2) bound copies; and
one (1) digital copy via email to:
Katie Hannigan
Director of Finance and Operations, CSBO
LaGrange Highlands School District 106
1750 W Plainfield Road
LaGrange Highlands, IL 60525
channigan@district106.net

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase ***"Request for Qualifications - Architectural Services"*** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be no more than 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be

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counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Schedule

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

September 30, 2021 - RFQ Released

October 15, 2021 - Submissions due; evaluation of qualifications begins

October 20, 2021- Successful short-listed and unsuccessful firms notified

October 25, 2021 - Project review and walkthrough with short-listed firms

November 19, 2021 - Presentations of proposed plans

November 23, 2021 through December 7, 2021- Ranking of top 3 firms and contract negotiations

December 14, 2021- Proposed Board action on firm to provide Services

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFP shall be directed in writing to:

Katie Hannigan

Director of Finance and Operations, CSBO

LaGrange Highlands School District 106

1750 W Plainfield Road

LaGrange Highlands, IL 60525

channigan@district106.net

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.

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

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.

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- b) The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to 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 School District assumes no responsibility for these 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.
- b) 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.
- c) 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.
- d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School 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 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 and to the person(s) designated herein. The District reserves the right to disqualify any Proposer found to have contacted the people listed above 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 School District and community stakeholders and to perform services as required.
- b) The Design Team may be requested to:

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- a. Attend meetings with School District administrative staff as necessary.
 - b. Attend School District Board of Education meetings as necessary.
 - c. Develop preliminary drafts of the Project Program for School District review and comment.
 - d. Consult with the School District on budgetary and funding matters.
 - e. Consult with the School District on project scheduling considerations.
 - f. Consult with the School District on general concepts of the project scope of work and project needs.
- 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.

Firm Description – Provide the following:

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and email)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- List any previous names of firm and years of business under each name
- 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.

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- The short-listed firms may be requested to provide a copy of the firm's financial statement. 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/\$1,000,000]

Worker's Compensation [Statutory Limits]

- List any litigation, arbitration and alternative dispute resolution] within the last 5 years, 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. If so, list the name and contact information for the School District.

Firm Experience and Capabilities –

- Provide a list of all School District clients for which you have provided services for in the last ten 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 the client contact information.
- Please highlight your experience in designing additions, either by adding a second floor over an existing single story structure or by creating an entirely new section and ensuring the exterior of the buildings appear cohesive. Also, highlight any specific experience in designing STEM/innovation labs.
- Firms should also demonstrate expertise in maximizing construction budgets and experience in the design of general educational spaces.

Firm Workload -

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- Provide a list of all projects for which your firm is currently under contract as an architectural firm and their projected timelines.
- Provide the percentage that educational projects made up of your total project work load in the last twelve months.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project designers, managers, key staff 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. Particular reference should be made to the firm's construction administration/observation personnel.
- 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.

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication and community building.
- The firm's ability / experience to work in west suburban Cook County. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to ensure that they are qualified and equipped to satisfactorily complete a project.

References –

- Provide a minimum of three (3) references for architectural services performed on educational facilities in Illinois in the last five (5) years.