

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

June 14, 2023

Dolton School District 149

Introduction

The Board of Education for Dolton School District 149 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, to assist the School District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the project.

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

RFQs are due by **June 27, 2023, at 10:00 a.m. CST**. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

Ten (10) bound copies; and one (1) digital copy to:

Dr. Maureen M. White

Superintendent

292 Torrence Avenue

Calumet City, Illinois 60409

(708) 868-8300

whitem@sd149.org

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase ***Request for Qualifications - Architectural Services for Dolton School District 149*** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size and shall be limited to fifty (50) pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted towards 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. Submittals that exceed fifty (50), exclusive of required attachments, will not be considered.

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Schedule

The following is the proposed schedule for the selection of firms to provide architectural services (“Proposed Schedule”):

June 14, 2023 - RFQ Released

June 21, 2023, at 9:00 am – Non-Mandatory Pre-submittal Meeting and Walk-through Dolton School District 149, District Office 292 Torrence Avenue, Calumet City, Illinois 60409

June 23, 2023 - Last date for respondents to send clarifications/questions

June 27, 2023, by 10:00 a.m. CST - Submissions due; evaluation of qualifications begins

July 27, 2023 - Proposed Board action on firm to provide Services

Building Information

BUILDING INFORMATION					
SCHOOL	CITY	YEAR BUILT	LATEST ADDITION(S)	BUILDING AGE	# OF STUDENTS
Berger-Vandenberg	Dolton	1961	NA	62	330
Caroline Sibley	Calumet City	1961	East addition built in 1998	62	479
Diekman	Dolton	1963	Prek Wing 2019	60	350

Respondents' Inquiries and Addenda

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

Janice Opitz

CSBO

Dolton School District 149

292 Torrence Avenue

Calumet City, Illinois 60409

(708) 868-8300

opitzj@sd149.org

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge their receipt of all addenda as part of their submissions.

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

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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 unresponsive.
- b) Joint venture and/or cooperative professional teams will not be considered.
- c) The inclusion of subconsultants (*e.g.*, mechanical, electrical, plumbing, structural, *etc.*) will not be required to be included in the submittal. Such subconsultants anticipated to be included in the project team must also be identified and submit their specific qualifications 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 for 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, in its sole discretion, 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. All proposers are prohibited from making any contact with 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 Board reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

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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 Representative may be requested to:
1. Attend meetings with School District administrative staff as necessary.
 2. Attend School District Board of Education meetings as necessary.
 3. Develop preliminary drafts of the Project Program for School District review and comment.
 4. Consult with the School District on budgetary and funding matters.
 5. Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.
 6. Provide professional advice about the capital improvement planning.
 7. Complete the 10-year health/life safety plan.
- c) The firm's services and products provided shall conform to the Illinois State School Code and be in accordance with all applicable 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 address)
- 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 firms 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.
- 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:

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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 five (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 five (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 (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 the client contact information.
- Provide the firm's experience in performing work relevant to the District's project.
- Samples of work that demonstrate experience in elementary school environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets.

Firm Workload

- Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- 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.

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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. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability to, and experience with, work in the Chicagoland south suburbs. 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 insure that they are qualified and equipped to satisfactorily complete a project.