

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**

September 2024

Roselle School District 12

Introduction

The Board of Education for Roselle School District 12 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

RFQ's are due by October 18, 2024 at 10:00 am local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

Four [4] bound copies; and

one (1) digital copy via email to:

Dr. Gregory Harris

Assistant Superintendent for Finance & Operations

Roselle School District 12

100 E Walnut St.

Roselle, IL 60172

(630) 994-1014

gharris@sd12.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 Roselle School District 12***" and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be 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

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

September 23, 2024 - RFQ Released
October 2, 2024, 10 am - Non-Mandatory Pre-submittal Meeting and Walk-through: Begin at District office, 100 E. Walnut St.
October 9, 2024 - Last date for respondents to send clarifications / questions
October 18, 2024 - Submissions due; evaluation of qualifications begins
October 22, 2024 - Successful short-listed and unsuccessful firms notified
October 30, 2024 - Interviews with short-listed firms
November 4 -11, 2024 - Ranking of top 3 firms and contract negotiations
November 12, 2024 - Committee recommends firm for Board Approval
November 19, 2024 - 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:
Dr. Gregory Harris
Assistant Superintendent for Finance & Operations
Roselle School District 12
100 E. Walnut St.
Roselle, IL 60172
gharris@sd12.org

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.

School District Background

A member of the Illinois Association of School Boards, Roselle School District 12 has been serving the community for more than 100 years. Approximately 700 students attend the district's two schools: Spring Hills Elementary (K-5) and Roselle Middle School, (6-8). With more than 70 teachers and instructional aides, District 12 is a highly regarded school district with a high percentage of adults per child and distinguished fine arts, EL, and special education inclusion programs. District 12 works with both private industry and community governmental groups to share ideas, resources and research. District leadership actively participates in the Bloomingdale-Roselle Rotary, Roselle Chamber of Commerce, and the PBIS Network of Schools.

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District 12 is located in DuPage County, approximately 15 miles west of Chicago. Students residing in the Village of Roselle attend the district's schools. District 12 students graduate to Lake Park High School in Roselle.

District 12 provides its students with the traditional academic curriculum of mathematics, science, social studies, language arts, music, art and physical education as well as a robust system of interventions and personalized learning. Classroom studies are enhanced by instructional media centers and state-of-the-art technology and learning garden spaces. Students are also offered special services such as counseling, healthcare, special education, acceleration and EL services. In addition to a highly dedicated staff, the district is assisted by a team of committed volunteers, serving the schools as members of the parent-teacher organization (PTO). District 12 is a member of the Northern DuPage Special Education Cooperative (NDSEC).

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 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 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.

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- 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 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 Assistant Superintendent for Finance & Operations 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:
 - 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 School District on budgetary and funding matters.
 - e. 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.
- 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.

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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 e-mail)
- 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.
- 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, or 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 –

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- 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 performing work with districts of similar size such as additions, remodels, roofing, life safety, and community survey projects.
- Samples of work that demonstrate experience in elementary school environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of libraries, gymnasias, multi-purpose spaces, and pre-K and kindergarten spaces.

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, and 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.
- Key personnel assigned to District 12 need to be present during the interview process.

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.

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- The firm's ability / experience to work in the Roselle area. 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.

References –

- Provide a minimum of three [3] references for architectural services performed on educational facilities in Illinois in the last five [5] years.
- Provide a list of contacts and contact information for each reference.

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Disclosure and Tracking

Disclosure – The District discloses that the Illinois Association of School Business Officials (IASBO); Facility Management – Professional Development Committee (FM-PDC), assisted with development of this RFQ.

- Authors / IASBO FM-PDC Sub Committee:
 - Jim Petrakos, AIA, LEED AP
Principal Architect, Tria Architecture, Inc.
 - Tim McGrath, AIA
Principal, BLDD Architects
 - Mark Jolicoeur, AIA, LEED AP BD+C
Principal Architect, Perkins + Will

Document Tracking

- 10/03/13 – Document released from IASBO FM-PDC Sub-Committee to Full IASBO PDC Committee for review and approval.
- 02/07/14 – Document released from Full IASBO FM-PDC Committee to IASBO Legal-PDC Committee for review and approval.
- 04/01/14 – Document approved by IASBO Legal-PDC Committee and released for general member use.