

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
SEPTEMBER 20, 2018
MOKENA ELEMENTARY SCHOOL DISTRICT #159**

Introduction

The Board of Education for Mokena Elementary School District #159 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services 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 responses are due by October 24, 2018 at 10:00 a.m., local time.

Please submit seven (7) bound copies and one digital copy via email to:

Dr. Teri Shaw
Chief School Business Officer
Mokena Elementary School District #159
11244 Willowcrest Lane
Mokena, IL 60448
(815) 342-4917
shawt@mokena159.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 Mokena Elementary School District #159”** and the Respondent’s name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to seventy-five (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.

Telephone, facsimile or email responses are not acceptable. Timely delivery is at the risk of the Respondent.

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Schedule

The following is the proposed schedule (subject to change) for the selection of firms to provide architectural services:

September 20, 2018	RFQ Released
October 3, 2018	Non-mandatory Pre-submittal Meeting and Walk-through, 10 a.m., 11244 Willowcrest Lane, Mokena, IL
October 17, 2018	Last date for respondents to request clarifications/send questions (by email only to Dr. Shaw)
October 24, 2018	Submissions due, 10 a.m.; evaluation of qualifications begins
November 7, 2018	Successful short-listed and unsuccessful firms notified
November 8-16, 2018	Interviews with short-listed firms
November 19-30, 2018	Ranking of top 3 firms and contract negotiations
December 10, 2018	Committee reviews and recommends firm for Board Approval
December 19, 2018	Proposed Board action on firm to provide services

Respondents' Inquiries and Addenda

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

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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

Mokena Elementary School District #159 is a K-8 district located in Mokena, Illinois. Total enrollment is approximately 1,550. The District is comprised of 3 schools, Mokena Elementary School, EC/PK - 3, 676 students; Mokena Intermediate, 4-5, 350 students; Mokena Junior High, 6-8, 518 students. The District also has a Bus Barn with 12 bays and an office.

Mokena Elementary School is 147,000 square feet with 50 classrooms, including an Art room, a Music room, a Library for EC-K, a Library for 1-3, computer labs, three Gymnasiums and a Lunchroom. It was built in 1963 with additions that was built in 1975 and 1993. The District Office is located inside the Elementary building.

Mokena Intermediate School is 73,838 square feet with 30 classrooms, including an Art room, a Music room, a Library, Computer labs, Lunchroom, and two Gymnasiums. It was built in 1976, with a substantial addition in 1993.

Mokena Junior High is 124,000 square feet with 40 classrooms including an Art room, Band room, Choir room, computer lab, media center, two gymnasiums, a cafeteria and a lunchroom. The two story structure was built in 2001.

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 may be rejected as nonresponsive.
- b) Joint venture and/or cooperative professional teams will not be considered.

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- c) 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) A non-mandatory pre-submittal meeting and walkthrough will be held on October 3, 2018, 10 a.m., beginning at the District Office, 11244 Willowcrest Lane, Mokena. Individual 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 designated herein. The Chief School Business Official reserves the right to disqualify any Proposer found to have contacted the District Personnel 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 Design Team may be requested to:
 - a. Attend meetings with School District administrative staff as necessary.
 - b. Attend School District Board of Education meetings and/or other board or community committees/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.

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.)
- Compensation method (e.g. percentage of project value, hourly rates, combination) for the firm's services. **DO NOT** include hourly rates or actual percentages. This is a request for methodology, not prices. Identify the types of expenses that are commonly billed to the Owner that are not included in the firm's standard fee.
- 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

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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.

- In the case of a single office firm, identify the key personnel who will be performing architectural or other services for the District and provide relevant background and experience information.

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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)
- List any litigation involving the firm or any owner/shareholder/partner of the firm as a party, pending or resolved (e.g. withdrawn, settled, tried to verdict) including arbitrations, within the last 5 years arising out of any design work for any school district or other governmental entity; 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 or other governmental entity and, if so, for what reason. If so, list the name and contact information for the school district or other governmental entity.

Firm Experience and Capabilities –

- Provide a list of all school district clients for which you have provided services 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 such work as facilities master planning, new construction development, design, project management, & oversight, renovation of aging facilities, additions to existing buildings, including security vestibules, main office additions, and cafeteria additions.
- Samples of work that demonstrate experience in K-8 environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets and experience in the design of general educational spaces.
- If your submittal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical, or structural engineering), please identify them and provide similar information for them as outlined below.

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Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm, including consultants.
- 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. 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 client 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. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability/experience to work in the Will County region. 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.
- Experience, concerns, and recommendations of the firm regarding the use of a construction manager.

References –

- Provide a minimum of three (3) references for architectural services performed on educational facilities in Illinois in the last five (5) years, preferably involving school districts with facilities similar to those found in District 159.